MANUAL OF PRACTICAL INDEXING

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MANUAL OF PRACTICAL INDEXING

INCLUDING ARRANGEMENT OF SUBJECT CATALOGUES

By

ARCHIBALD LEYCESTER CLARKE

Member of the Bibliographical Society

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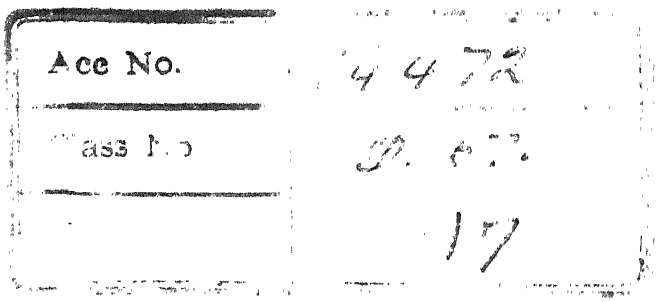

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PREFACE

TO THE SECOND EDITION

THE whole of this "Manual" has been carefully and exhaustively revised. The plan of the book in the second half has been altered; many of the sections have been re-written, and the practical portion has been preceded by a newly-written "Historical Introduction." The chapter on the "Subject-Indexing of Books in Libraries" is due to a suggestion made by the late Mr. James Duff Brown that it should be included in a future edition. I am indebted to Mr. J. H. Quinn for kindly revising the manuscript of that chapter. The large number of Biographies and Memoirs now being issued from the press has rendered it advisable to include another short chapter on the indexing of that class of literature. The book concludes with a brief account of methods used in the Filing of Correspondence.

In the preparation of the manuscript for the press I have received valuable assistance from my wife.

ARCHIBALD L. CLARKE.

LONDON,
August, 1933.

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ASAFIA HYDERABAD (DN)

MANUAL OF PRACTICAL INDEXING

CHAPTER I

Historical Introduction

1. The following is a brief sketch of the development of index-making. For most of what we know on the subject we are indebted to the late Mr. Henry Wheatley, who related some anecdotes about it in the *Transactions of the Index Society*. This information he repeated at greater length in his book, *How to Make an Index*, published in 1903.

2. The original meaning of the Latin word index is "he who, or that which, points the way." Hence, "a sign or mark; anything which points out, betrays or discloses." The word was adopted into the English language in the sixteenth century, its general signification being much the same as in Latin. The *New Oxford Dictionary* affords quite an interesting study of the many meanings with which the word has become invested—in anatomy, mechanics, mathematics and music. Its literary applications—the expressions, "an index of the course of events," and "an index of character"—are instances of its use in everyday language.

3. With reference to the special technical applications with which this book is concerned in relation to the word "index," the main definitions are the

following: (1) *That which serves to direct to a particular point or conclusion.* (2) *Table of contents prefixed to a book; brief list or summary of matters treated in it.* This use of the word was understood as long ago as the times of the classical writers among the Romans. Mr. Wheatley tells us that Seneca, in sending certain volumes to his friend Lucilius, accompanied them with notes of particular passages, in order that "he who only aimed at the useful might be spared the trouble of examining them entire." Cicero used the word "index" to express the tables of the contents of a book. And, to come to much later times, this was the sense in which Shakespeare employed the word, in the following passage:

> And in such indexes, although small pricks
> To their subsequent volumes there is seen
> The baby figure of the giant mass
> Of things to come at large.*

There is an equally interesting reference to "index" in Marlowe's *Hero and Leander* (1593) ii, 129:

> So to his mind was young Leander's look,
> And as an index to a book.

4. The use of the word "index" as applied to books was fully established before the end of the sixteenth century, but other synonyms such as "calendar," "inventory," "register" and "syllabus" were employed—the expression "table" very especially so. Rather earlier than this, in the middle of the same sixteenth century, the curious word "pye" was used to express an alphabetical register or index of names. "Pye" is said to be derived from the Greek πίναξ, which had several meanings (board, plank, notice

* *Troilus and Cressida*, i, 3, 1604.

tablet, board for pointing on; hence, picture, board on which public notices were inscribed, register, list. The researches of Sir Thomas Duffus Hardy show that the earliest use he had noted of the word "Pye" was dated 1547: "A Pye of all the names of such Balives as been to accompte anno regni regis Edwardi sexti primo." *

5. It is interesting to note that the term "index" has been little adopted in other European languages. The French occasionally use "index," but generally employ the cumbrous expressions: "Table de noms des auteurs"; "table de sujets"; the German expressions are "Autoren-Register" (author index) and Sach-Register (subject index), and the Italian term is "tavola."

6. As has already been explained, the index in its earliest form was simply a list of contents, a table, or a summary of the contents of a book. The items were arranged in the order of the book itself. Several old manuscript books possess tables of contents, and in some of these there are lists of names arranged alphabetically. But it was not till after the invention of printing that the alphabetical arrangement of indexes came into general use. By the middle of the sixteenth century several good indexes had been compiled. Mr. Wheatley says that Lyndewood's *Provinciale* was one of the earliest printed books known to contain an index, and that another was Polydore Vergil's *Anglicæ Historiæ*, printed in 1566. The *Historiæ Anglicanæ Scriptores Decem* (1552), however, possesses two exhaustive indexes—an "Index Rerum" and an "Index Cognominum." The Third Table for Holin-

* *Appendix to the 35th Report of the Deputy Keeper of the Public Records*, p. 195.

shed's *Chronicles of England* (1586) is a most elaborate compilation; it is accompanied by the following curious and amusing warning to the user of it: "If the reader be not satisfied with this Table, let him not blame the Order, but his own conceipt." John Stowe's *Annales* (1614) possesses a lengthy "Alphabetical Table" of great value to research-makers. The following medical and surgical treatises of the sixteenth century possess useful and exhaustive indexes:

Leonhard Fuchs' *Institutiones medicinæ* (1583); Gordonius' *De morborum curatione* (1559); Tagaultius' *De chirurgica institutione libri quinque* (1560); and Taliacotius' *Chirurgia nova* (1598).

7. William Prynne compiled a most elaborate index to his *Histrio-mastix* (1633). In this book he condemned women actors, and he made a special entry about this in the index. Shortly after the publication of the book, Queen Henrietta, wife of Charles I, acted in a pageant pastoral; and Mr. Wheatley, to whom we are indebted for this anecdote,* thinks that the prominence Prynne gave to his opinion by making an entry about it in the index led to his persecution and the mutilation to which he was subjected.

8. The value and importance of indexes was insisted upon by Thomas Fuller, the well-known author of *English Worthies* and *Church History*. His comments upon this are quoted by Mr. Wheatley, and the quotations were given very much earlier by Isaac Disraeli, in his *Curiosities of Literature*, though neither of them states the source from which they obtained them. Fuller's main contention is that an index is a necessary implement of a book and that without it "a large author is but a labyrinth without a clue." He confesses

* H. B. Wheatley, *How to Make an Index*, 1903, pp. 14, 15.

that there is "a lazy kind of learning which is only indical" when scholars "nibble but at the tables, neglecting the main body of the book"; but that this is no reason why "industrious scholars should be prohibited the accommodation of an index most used by those who pretend to condemn it."

9. Just about the time of Thomas Fuller's premature death came the founding of the Royal Society, of which Charles II was the first Patron. It would seem as if Fuller's admonition had been taken to heart, for the early volumes of the *Philosophical Transactions* contain indexes that are a careful digest of all the early discoveries in science.

10. Swift in his *Tale of a Tub* (Section VII), made some disparaging remarks * on the use of indexes as a short cut to obtaining a superficial knowledge of the contents of books. But his views as to the mischievous use likely to be made of them was not shared by Dr. Samuel Johnson, who wrote to Richardson with the following entreaty to add a table to each volume of *Clarissa Harlowe* containing the passage best worth remembering.

> "I wish you would add an index rerum, that when the reader recollects any incident he may easily find it, which at present he cannot do unless he know in which volume it is told; for Clarissa is not a performance to be read with eagerness and laid aside for ever, but will occasionally be consulted by the busy, the aged and the studious; and therefore I beg that this edition by which I suppose posterity is to abide, may want nothing that can facilitate its use."

* Quoted by Wheatley, *How to Make an Index*, 1903, p. 2.

Richardson accepted Johnson's advice and added a table to each volume; but in so doing he was really following the example of those responsible for the publication of the *Spectator* and *Tatler* at least a couple of generations earlier than Richardson's time. The volumes of the *Spectator* contain indexes which are a careful alphabetical digest of the facts and opinions stated by the famous contributors to those volumes.

11. To trace the development of indexing throughout the nineteenth century and the present century to date, would be an exhaustive though interesting task. It is impossible here to do more than summarise the subject very briefly.

To begin with, Nichols' *Literary Anecdotes*, 1812–15, contains remarkably good and full indexes. An excellent index to the first nineteen volumes of the *Quarterly Review* was published in 1820. The indexes to the *Calendars of State Papers*, which were first issued in the middle of the nineteenth century, have always been models of their kind. The indexes to *Notes and Queries*, including especially the general indexes published every few years, are of the greatest possible assistance to the antiquarian and folk-lore student. The various earlier editions of the *Encyclopædia Britannica* have been provided with good indexes, and that of the eleventh edition is one of the most valuable indexes ever produced, with the exception, perhaps, of those of the *Times* newspaper, which are instructive guides to the knowledge of current events.

12. The instances just recorded represent the principal advances in indexing during the nineteenth century and subsequently. In other departments, however, for many years its progress was at a standstill. This was especially noticeable in works dealing with

history, biography and general literature. Many such books were issued without any indexes at all, and in others, the attempts made at indexing were poor and insufficient, the entries often being mere lists of names and subject words, without any additional information. At the present day there are various literary and social magazines containing serial fictional stories, interspersed with articles dealing with general literature, travel and adventure, history and biography. Here, where an index is most needed, there is no index at all. Accompanying the bound volume all that is found consists of meagre classified lists of title-entries, quite insufficient to enable one to obtain, at a glance, any information of value as to what the volume contains on a given subject.

13. But good has come out of this evil. It was to remedy an undoubtedly grave defect in the dissemination of knowledge that induced William Frederick Poole, of Chicago, to put in hand the compilation of his subsequently world-famous *Index to Periodicals*. The value of this work to authors and journalists cannot be estimated. Poole began his work while still a student at Yale University by preparing an *Index to Subjects treated in the Reviews and other Periodicals*. This was published at New York as far back as 1848. He produced another edition five years later, which was also published at New York, in 1853, with the shorter title of *Index to Periodical Literature*.

14. Owing to a demand for a new edition of this index expressed at a meeting of the American Library Association in 1876, the greatly enlarged third edition was undertaken. In this important work, Poole had the support of the American and British Library Association and the co-operation of many librarians.

It took several years to complete, and was published at Boston in 1882. A revised issue was again printed in 1891.

15. Between 1888 and 1907 five Quinquennial Supplements to the *Index* were published. The principal editor of these Supplements was William I. Fletcher, of Amherst, U.S.A. After 1907 no more Supplements were issued.

Besides this Quinquennial Supplement the following monthly and annual indexes were published in the United States: *The Co-operative Index to Leading Periodicals*, New York, 1883–84; *The Co-operative Index to Periodicals*, New York, 1886–92; *The Annual Literary Index*, 1893–1905. This was continued as *The Annual Library Index*, 1906–11, and was replaced by the *American Library Annual*, New York, 1912, which, in turn, was merged in the *Reader's Guide*.

As long ago as 1905, that is, two years before the last of the Supplements to *Poole's Index* was issued, the first volume of the *Reader's Guide to Periodical Literature* was published at Minneapolis, U.S.A.; several volumes of this index have been issued up to present date. Like *Poole's Index*, it has proved a work of much value, but its principal interest has centred around the inclusion of the contents of American periodicals.

One more American index to literature must be mentioned, namely, the *Annual Magazine Subject-Index* published at Boston. The twenty-fourth year of publication was reached in the issue for 1931. This index is compiled on the same lines as Poole's, but it is not nearly so extensive or well arranged. Its main feature of interest is the annual supplement entitled *The Dramatic Index*.

16. In 1890 the first attempt was made to produce

in England an index to periodicals on something the same lines as that of Poole's work. The idea originated with the late Mr. W. T. Stead, at that time editor of the *Review of Reviews*. Stead's work of abstracting and digesting the principal contents of journals, reviews and magazines for his monthly summary, impressed him with the necessity for such an index of reference. The *Review of Reviews Index to the Periodicals of the World* was issued for thirteen years, from 1890 to 1902, when it was discontinued for want of support. The principal compiler was Miss Hetherington, Mr. Stead's assistant, whose energy and zeal in the work knew no bounds. Each volume of the *Review of Reviews Index* was preceded by an introduction, which was a commentary on, and history of, current magazine work and journalism. These introductions contain information, among other things, about periodical publications which have long since ceased to appear.

17. The *Review of Reviews Index* thus began and ended within the lifetime of *Poole's Index*. The cessation of both publications was a great loss to research-makers in English periodical literature, as both indexes paid special attention to it, whereas the *Reader's Guide*, as already mentioned, concentrated its attention mainly on American publications. This was specially emphasised by Mr. T. Lyster, of the National Library of Ireland, in a paper read before the Library Association at its Annual Meeting in 1913,* entitled "An Index to Periodicals Wanted." His plea was for an index that should include all that was best in periodicals and magazines printed in English, whether published in Great Britain and Ireland, the Colonies or America. In addition to

* *Library Association Record*, February, 1914.

these, he suggested that the contents of some of the best Continental journals and reviews should be added.

18. Mr. Lyster's proposals subsequently took effect in the issue of the *Subject Index to Periodicals* issued at the request of the Library Association. This was done by arrangement with *The Athenæum* before it ceased publication as an independent journal. Later, the index was issued solely by the Library Association. The first complete volume for the year 1915–16 was encyclopædic in its range ; but the subsequent method of issue was by means of separate parts embracing the following classified lists of subjects : A. Theology and Philosophy, including Folk-lore (1920), 1922. B–E. Historical, Political and Economic Sciences (1917–19), 1921. F. Education and Child Welfare (1917–19), 1921. G. Fine Arts and Archæology (1917–19), 1921. H. Music (1917–19), 1921. I. Language and Literature (1917–19), 1921. K. Science and Technology (1916), 1918 (1917–19), 1922. The volumes that have been issued since the last-mentioned date are those for the years 1926–31. Those for 1923, 1924, 1925, still await issue. The publication in class-lists has been discontinued, and the later volumes just mentioned embrace all subjects.

19. The earlier issues of the *Subject-Index to Periodicals* therefore embraced that period of exuberant output of literature which marked the closing years of the war and the brief period of apparent prosperity that immediately followed. The index is most useful generally, and very specially so as a source of information on many subjects directly or indirectly connected with the war.

20. It should be added that most of these indexes to periodical literature were mainly the result of co-

The earliest work of this kind was attributed to Anthony of Padua (1195–1231). But the first authentic concordance was made by Cardinal Hugh, of St. Cher (1263), who is said to have employed five hundred brother monks to assist him in its compilation.

Several biblical concordances of much value have been published in recent times, but the solidarity of Cruden's work is such as to render it the mainstay of biblical and theological students and scholars.

23. All lovers of Shakespeare and students of his works, from whatever point of view—whether that of criticism, biography, history, or the drama—are indebted to John Bartlett (1820–1905), partner in a firm of publishers at Boston, U.S.A. The great work of his life, the *New and Complete Concordance: or Verbal Index to the Words, Phrases and Passages in the Dramatic Works of Shakespeare, with a Supplementary Concordance to the Poems*, was printed in 1894, though completed much earlier. The nature of his concordance is best described in Bartlett's own words, taken from the preface:

> "It is more comprehensive than that of any which has preceded it, in that it aims to give passages of some length for the most part independent of the context; and it is much more nearly complete by the inclusion of select examples of the verbs 'to be,' 'to do,' 'to have,' 'may,' and their tenses, and the one verb, 'to let'; of the adjectives, 'much,' 'many,' 'more,' and many adverbs, and of pronouns, prepositions, interjections and conjunctions. Two or more words are sometimes given together as index-words in connection with those to which they are immediately joined in the text, to show more

directly the particular use of a word. Phrases of frequent recurrence, not related necessarily to the context, are grouped in paragraphs with only the Act and the Scene where they are found.

The definite and indefinite articles, 'the,' 'a,' 'an,' the words 'a,' 'ah,' 'an' (if), 'and'; some repetitions of words used interjectionally, the prefix and terminal of a sentence, and the title when joined to a proper name are not included among the index-words."

24. Other authors have been subjected to the same useful method of analysis, notably Charles Dickens: two *Dickens Dictionaries* have been published (1) by G. A. Pierce (1872; 1878), (2) by A. J. Philip (1909); also a *Dickens Concordance*, by Mary Williams (1907).

CHAPTER II

General Applications of Indexing

25. In the historical introduction it has been sufficiently explained what an index is. The art of indexing may therefore be defined as the operation of calling attention to any item of importance in printed or non-printed matter by means of an entry which demonstrates the position of information required on any given subject.

In its widest sense, indexing comprises other things than series of entries alphabetically arranged. A newspaper placard is an index so far as it points to the more important items of information that the daily or weekly journal contains. Any list of contents of a book, journal, or magazine is an index, in its simplest form, though a very imperfect mode of expression.

The construction of paragraph headings so usual in newspaper articles and technical treatises; and the composition of chapter titles in novels and in any other form of literature, also make a demand upon indexing ability in its wider sense.

26. Lastly, a new form of literary composition, not, indeed, a very exalted one, has developed since the first edition of this book was published, namely, scenario-writing for the pictures shown at the cinema. This consists in the construction or selection of passages describing the objects shown on the film as they pass before the spectator's eye. These descriptive catch-

words, sentences or quotations must convey the meaning of the incident represented by the picture in the most arresting manner possible. The scenario-writer must be as fully acquainted with the contents of the novel or the book of adventure depicted on the film, as an indexer needs to be with the contents of a text-book of science or an historical treatise.*

27. There are, however, other directions in which indexing ability is more particularly needed.

Although cataloguing and indexing are distinct in practice, they have many features in common. A library catalogue arranged under Author and Subject separately, or upon the Dictionary plan (Author, Subject and Form entry combined), is in its truest sense an index to the contents of a library. A chapter on Subject-cataloguing or Indexing of Books appears later on. An index is also indispensable as a double guide to the location of books arranged and catalogued under detailed systems of classification.

28. The compilation of directories only requires the exercise of an ordinary amount of intelligence, as the arrangement of the material, that of names of persons or of places, need be a matter of no great difficulty. But the correct alphabetical arrangement of hundreds of thousands of names of persons, as in the London Telephone Directory, or of places, as in a world gazetteer, or in an index to an universal atlas, calls for the highest degree of power of co-ordination. Reference has been made in the introduction to the compilation of concordances, or verbal indexes to words and phrases. If the concordance to be undertaken is to be that of any great author, the task may take a lifetime. As

* Since the time this paragraph was written the silent has been superseded by the talking film.

we have already seen, John Bartlett did not complete his Shakespeare concordance till after he was sixty years of age, after having devoted the best years of his life to it. It need hardly be said that the concordance-maker must possess the most intimate knowledge of the author whose works he is thus analysing.

29. The indexing of literary matter consists of two great subdivisions :

(1) Indexing the contents of a large number of periodicals of all kinds, under either author and subject, or subject only, of each communication. Work on this scale, as already mentioned in the introduction, is usually carried out on the co-operative system. With this form of indexing must be associated the subject indexing of any large collection of books, whether in public or private libraries.

(2) The indexing of contents of books and bound volumes of journals, not merely the contents as indicated by the titles and paragraphs, but the contents as expressed by every stated fact and opinion of importance. This kind of indexing requires the exercise of a considerable amount of intelligence.

30. What may be termed the non-literary or business uses of indexing are so numerous that they can only here be briefly mentioned. They will receive full explanation later on. They are usually based on the once little-understood, but now familiar, card system. This system is employed by government departments, banks, insurance companies and business houses generally. It is also used by all classes of professional men. The names of correspondents, clients and customers are entered on cards arranged alphabetically.

31. The indexing of correspondence is effected by means of the filing system, that is, the letters and documents are arranged alphabetically in holders if the matter to be dealt with is only of moderate extent, and in cabinets if it is voluminous.

CHAPTER III

Indexing of General Periodical Literature

32. The work of indexing both general and special periodical literature approaches the same treatment of a collection of books in a large library. In a fair majority of books the subject or subjects contained in them individually are clearly indicated by their respective titles; in a considerable minority, however, the titles disguise the subjects. Similarly, in the case of magazine articles, especially where the matter is not strictly technical or scientific, there are to be found authors who outdo Mr. Ruskin in obscurity in this respect.

33. Author-entry in indexes appears in one or both of the following ways:—(1) as a separate entry apart from the subjects; (2) under the subjects themselves:

(1) Reynolds, J. H. The technical library in its relation to educational and industrial development. Library Assoc. Record, July, 1917, pp. 250–261.

(2) Technical Libraries,
Reynolds, J. H. The technical library in its relation to educational and industrial development. Library Assoc. Record, July, 1917, pp. 250–261.

(3) Libraries.
See Technical Libraries.

Some adhere to the old-fashioned custom of compiling separate indexes for authors and subjects. It is still common at the end of magazines to find "Index of Authors" followed by "Index of Subjects." * Probably the compilers could not give any reason for this arrangement except that some readers prefer to see the authors arranged together and subjects together apart from the authors, without reflecting that this disposition of entry must invariably lead to loss of time when they are looking up the information they require.

34. Still more extraordinary is the habit of placing page-references only after the authors' names in this isolated "Index of Authors." Generally carried out under the pretence of economy of space, this also results in loss of time and confusion. The main purpose of the author-entry is not to find out who has written on a particular subject, but what he has written.

(A) Author-Entry.

35. Author-entry has been dealt with so extensively in the Cataloguing Rules of the British Museum Library and in those of the English and American Library Associations, that it would be waste of time to go through the whole matter in detail here. The rules relating to authors' names in the two Library Associations' codes will be found sufficient; I will not, therefore, attempt to reproduce them but merely make a few general observations.

36. Author-entry of a magazine title is the same as an imperfect author-entry of a book. Instead of the number of illustrations, place and date of publication,

* Index Nominum, Index Locorum, Index Rerum, in certain antiquarian publications.

and other bibliographical details, all that is needed after the author's name and the title of his paper or treatise, is the page-reference to the body of the journal if we are indexing one publication. If we are indexing the contents of many, the name of the journal, year of publication, number of the volume, or month of publication, and page-reference are of necessity required, as in the following examples :

(1) GARDINER, A. H. Some thoughts on the subject of language, Man., January, 1919, pp. 2–6.

(2) JOHNSTON, J. CHARTERIS : Literary Torquay. [Biographical catalogue of writers who have lived at Torquay, with references to their works.] Trans. Devon Assoc., 1918, v, pp. 292–332.

Of course the ideal plan would be, after the surname to enter the fore-name or name in full. Requirements of space will not always permit this, but it should be a strict rule that when two or more authors bearing the same name come together, their joint surname should be repeated—

Dicey, A. V. On the referendum. Nat. Rev., 1894, xviii, p. 65.

Dicey, Edward. On the Chamberlain coalition programme, Nineteenth Century, 1894, xxxv, p. 367.

37. Not infrequently anonymous contributions will be met with, especially in magazines of general literature. These had better be entered under the first word of the title not an article. If the paper be signed with the author's initials, the entry should be under the initials, but with the surname initial first. Suppos-

ing the identity of the author to be absolutely known, the remaining letters of the surname may be given in square brackets.

38. Contributions under a pseudonym occur as frequently as anonymous productions. The simplest way is to enter them under the pseudonym, with a cross-reference to the actual name, when known. But the real name should be entered when the contents of several magazines and journals are being indexed, on account of the possible chance of an author having written under it as well as under his pseudonym. It cannot be too strongly emphasised that the pseudonym is his pen-name, made deliberately and of his own choice ; that the sole reason for entry of the real name is to save any possible confusion of authorship ; not to make a display of the indexer's knowledge. Some cataloguers have an affection for the prominent entry, with the titles, of the unknown and unrequired real names of authors in their catalogues, and this against the author's express wish ; indexers will do well not to imitate them. On the other hand it is well to remember that the importance of pseudonyms fades with the effluxion of time.

39. The title itself is better quoted in full, whether long or short. The more purely literary the contribution, the shorter will be the title ; some technical and scientific writers, unfortunately, seem overcome with the desire of making their titles abstracts of their whole papers, the exuberance of some of these titles rivalling a seventeenth or eighteenth century pamphlet in that respect.

40. When the index embraces many journals the name of the journal follows the title immediately. If the name be a short one such as " Forum," " Truth,"

"Nature," it may just as well be given in full. Names of journals or magazines, however, often contain two or more words, and though in itself undesirable, abbreviation then becomes a necessity. If the work of indexing a group of journals be undertaken, as it frequently is, by co-operation, the various contributors should, before commencing work, agree upon a system of absolute uniformity of style in abbreviation, and in all other points as well.

41. After the name, or the abbreviated name, of the journal is placed the year, *not* the number of the volume. The importance of giving the year must depend upon the historical or scientific nature of the contribution indexed. In the case of papers dealing with some aspect of chemistry, medicine, electricity or biology, there can be no two opinions as to the necessity of inserting the date; even slight and sketchy literary appreciations are not devoid of future historical value.

42. The number of the volume follows the date of the year. If that number be one of a series, the series should be given either before the volume or after in a parenthesis. If the number of the volume is not used, the name of the month of issue should be clearly stated.

43. It seems almost superfluous to add that last of all is given the page-reference. Careless compilers of bibliographies frequently omit this, thinking that the number or date of issue of a journal will be a sufficient guide. An index to general periodical literature is in every sense a bibliography, and exactitude down to the minutest details is indispensable. The compilers of these, fortunately, usually do their work at first hand, that is, they catalogue and index the articles directly from the journal itself, and thus are not likely

to fall into the error of those unfortunate reference-makers who, in their zeal to compile special bibliographies, do not scruple to quote from those second-hand sources that furnish titles insufficient and often inaccurate.

(B) Subject-Entry.

1. *Introductory.*

44. If the indexing of subjects is to be carried out properly, the first essential on the part of the worker is a knowledge of the meaning of words. The absurd error of combining under one entry, say, two references to a subject-word—the word in its relation to those references having severally a totally different meaning—would be impossible, did the indexer clearly understand that words such as "Date," "Moor," "Port," "Policy," "Vice," embraced, each of them, subjects belonging to totally different classes.

45. Without some knowledge of classification it is impossible properly to learn the relation of one subject to another. Dewey's *Decimal Classification*,* Cutter's *Expansive Scheme*,† and Brown's *Adjustable Classification*,‡ are excellent guides to the formation of a subject-Index, to which indexers may with confidence be referred.

46. Classification systems resemble, to borrow an illustration from social or political life, communities governed on aristocratic principles. Just as the word "class" signifies gradation in rank in social life, so under Dewey's or other good systems, is there gradation

* Dewey (Melvil), *Decimal Classification and Relative Index.* 5th edition, 1894.

† Cutter (C. A.) "The Expansive Classification." *Trans. Second Internat. Library Conference*, 1897, pp. 84–88.

‡ Brown (J. D.) *Manual of Library Classification and Shelf Arrangement*, 1898 (Ch. vi., Adjustable classification scheme), pp. 97–160.

in the division of human knowledge. But the alphabetical arrangement of subjects, whatever they be—classes, sub-classes or species—may fairly be likened to a democratic community; they are all reduced to one dead level of uniformity; all indication of relationship by mere proximity is abolished in favour of a method whose sole, but at the same time overwhelming, advantage is that of quick and ready reference. It is by virtue of a knowledge of these relationships, which are no longer indicated by local or topical grouping, that the indexer contrives a system of entry perfectly intelligible to searchers. Thus, if a class is indexed, its items must be followed by a cross-reference to the included sub-classes and species, and, of course, the converse must take place when a species is indexed, that is, there must be cross-references from the species to the sub-classes and classes in which that species is included. "By a well-devised system of cross-references," says Mr. Cutter, "the mob becomes an army of which each part is capable of assisting many other parts." * The alphabetical arrangement of subjects is not in itself a work of art when compared with a great system of classification, but the right choice of subjects and the skilful use of connecting cross-references make severe demands on the indexer's habits of method, power of association, and capabilities of recollection. He has to remember that his work when accomplished is a great act of analysis; the stones of the edifice that the classification-builder has raised are disjoined and taken down; the building is resolved into its original elements or component parts, each one of which must now be found by some arbitrary sign.

* *Rules for a Dictionary Catalogue*; 4th edition, 1904, p. 79.

2. *General Arrangement.*

47. The value of the alphabetical system of indexing has now been made clear. Had *Poole's Index* been arranged on the principles of Dewey's System, the trouble of the editors and collaborators would have been enormously increased, as they would have been compelled to publish an index as a key to their minutely classified collection of literature. The only circumstance under which an elaborately classified catalogue of articles in journals would be justifiable is more imaginary than real. A vast news-room is supposed to contain the general literature published in certain journals covering a certain period of time. A cutting is made of each article, and these articles are arranged in pamphlets and strictly classified. A catalogue has to be made of this one vast classified collection of the world's sayings and doings. There would be some sense in classifying these papers for the sole advantage of the users of this gigantic news-room. A catalogue on this principle would be a logical guide to a logical arrangement, just as in the similar instance of a classified library or museum. But when preparing subject-slips of the contents of a large number of journals, it is difficult for one to see wherein the advantage consists of arranging them under a minute system of classification. Certainly not because such a system would be a guide to the formal and material arrangement of the articles they represent. Articles in journals are not necessarily classified; frequently the reverse obtains, therefore why compile a relative system as a guide to a mass of literature, the arrangement of which, as published, is neither relative nor orderly?

48. Classification as an instrument of supplying records of the latest literature of all kinds in general, but of science in particular, found a staunch supporter in the International Institute of Bibliography. Assiduous and enterprising as that body showed itself to be, there can be little doubt that its bias in favour of classification narrowed the usefulness of its work. The Institute adopted the Dewey System. There is much that is philosophical in the arrangement of that system, but the main conception of its author was to supply a practical method of arranging books on shelves without too closely inquiring into the exact correlation of the subjects they discussed. But critics of classification complained when they received the bibliography of the section of knowledge in which they were interested, at finding it placed in some class to which they objected; for instance, what they regard as a science relegated to the Useful Arts or Fine Arts, and *vice versâ*.

49. The whole ground of instruction in indexing the subjects of books has been carefully gone over by the late Mr. Cutter,* in his excellent *Rules for a Dictionary Catalogue*, of which the fullest acknowledgment is here made. It will be no derogation of that able author if he is not followed in every detail, as it must be remembered that rules for the subjects of books do not always quite fit those needed for magazine articles. Mr. Cutter's order of discussion of the various points will be mainly adhered to, as his plan of instruction is undoubtedly the best.

50. It is curious to note how frequently the rule of entering specific subjects separately is transgressed.

* Cutter (C. R.) *Rules for a Dictionary Catalogue*, 4th edition, 1904, p. 66 *et seq.*

From a natural desire on the part of the compiler that the searcher should be able to find all that has been written on any continent or country together, papers on individual territories composing that continent or country are grouped under the names of those territories, which appear as sub-headings. For instance, in the now defunct *Review of Reviews Index*, "Cape Colony" and other districts used to be placed under "Africa," the names only of such districts or territories appearing as cross-references. The periodical literature referring to Africa as a whole can be but relatively small, and the temptation to group all papers relating to its various territories proportionately great. But "Cape Colony" is an individual locality, and all that has to be said about it should be placed under its own name. The rule, however, in that index, was rightly observed in the case of England, all papers relating to the various counties being indexed under the names of those counties, and all literature dealing with towns in those counties again being grouped under the names of the various towns.

51. But if this rule applies to separate indexing of the names of artificial divisions of a territory, it is still more important in the case of sub-divisions of those extensive subjects dealing with the various arts and sciences which by common consent are regarded as classes. Such are Botany, Chemistry, Engineering, Geology, Law, Mineralogy, Physics, Political Economy, Sociology, Zoology.* Mr. W. I. Fletcher, many years ago, in giving details of his method in the construction of the supplements of *Poole's Index*, of which he was

* The above are taken without reference to the fact that some are sub-classes of another (*e.g.* Law and Political Economy are sub-classes of Sociology), but the validity of the statement holds good.

assistant editor while Mr. Poole was alive, made one or two remarks in this connection well worth quoting:

> "How natural it would have been to place the article on 'prime movers' under 'mechanics,' or 'double stars' under 'astronomy,' or 'hunting for diatoms' under either 'biology' or 'animalculæ,' or 'haunts of the condor' under 'birds.'* "

It is perfectly true that some—both librarians and indexers—have no choice in the matter, if their work is controlled by a committee of scientific experts who insist on classification. This, however, is more likely to occur where the compilation is a special one; where the honorary experts can, of course and of right, lay claim to more technical knowledge than salaried officials. The compilers of general indexes, however, are generally free to take their own course, which, if they act wisely, will be that of Mr. Fletcher, who thus further emphasises it:

> "The article on 'Hunting for diatoms,' for instance, will never be useful to anyone except to him who wishes to know how diatoms are found. Where else should that person look than under 'Diatoms'?"

So far as indexing is concerned, this seems to be conclusive.

3. *Entry under Subject, or Form, and Country.*

52. Mr. Cutter states that "the only satisfactory method is double entry under the local and scientific subject;" † so that students shall not have to search

* *Library Journal*, 1878, iv., p. 245.

† *Rules for a Dictionary Catalogue*, 4th edition, 1904, p. 68.

for works on various countries under the names of different sciences, or scientists for works on their subject under the names of countries, or even continents.

53. Magazine literature will contain no lengthy treatises, but there will be found papers dealing with special points of sciences, which are frequently of local importance. To save undue length of the catalogue, the author of *Rules for a Dictionary Catalogue* recommends that literature relating to a certain science should be put under the country with which it deals, with a cross-reference from the name of the science to that of the country. This, Mr. Cutter maintains, is upholding the principle that an individual, rather than a class-entry, is preferable where only one full entry can be made. BOTANY, *of France, Italy, Germany, Switzerland*, would be class-entry, whereas FRANCE : *Botany, Geology, Mineralogy*, would represent France viewed in various aspects, but only as an individual subject.

54. Although he made a partial use of classification, Robert Watt, in his *Bibliotheca Britannica*, adopted this principle of arranging all that was to be said on a country under the name of the country itself. For instance, under ENGLAND are arranged the following subjects :—*Arts, Church, Fanciful Works, History, Jurisprudence, Language, Literature, People, Politics, Political Economy, Religion, Sciences.* Now, although some of these subject headings underwent further subdivision, it is remarkable to see how nearly Dr. Watt approached modern scientific methods in his great work. He was far more conversant with present-day methods than many of his bibliographical successors, who discarded the use of the alphabet altogether, in favour of bad systems of classification.

4. *Synonyms, and Opposite Subjects.*

55. The rule that of two exactly synonymous names, one should be chosen and a reference made to the other, needs little comment, but requires much driving home. For entries are frequently made, some under one name and others under its synonym; and this is done, not only in such an instance as Alchemy and Chemistry, where the change of name denotes a partial change in the thing signified, but in cases in which there is no such change at all. Again, important synonyms are not always referred from, and this, it is to be assumed, arises from want of knowledge rather than from lack of space, as the cross-reference only requires one line.

56. In a catalogue professing to index general periodicals the popular aspect, even of science, should be kept in view. If possible, the vernacular term should be preferred to the scientific synonym. In the *Review of Reviews Index* "Plants and Plant Life" was used instead of "Botany," and on the whole the choice was a wise one.

57. "Of two subjects exactly opposite choose one and refer to the other" (Cutter, p. 71). Periodical literature is prolific in controversial subjects; in those dealing with social evils and virtues and their corresponding remedies and vices, this rule is an excellent one to adhere to. VACCINATION (*Advocacy*); VACCINATION (*Opposition to*) is a better arrangement than having a separate heading ANTI-VACCINATION. Free Trade and Protection form an example cited by Mr. Cutter as one in which choice should be made of an exactly opposite subject. The combined heading, PROTECTION AND FREE TRADE, may meet the possibilities of the case. But at the same time, it must be remembered

that although Free Trade, as a subject of controversy for a long while lay dormant, it is again on its trial; the literature that now centres round it is extensive; and the natural place of this literature is under the heading FREE TRADE. And it is really hard to see how we can combine under MONARCHY, papers that either advocate or oppose that form of government, and the same holds good with REPUBLICANISM. It is true that I have recommended that anti-vaccination literature should be indexed under VACCINATION, but anti-vaccination is a merely negative opposite course, whereas Republicanism is a positive system in opposition to monarchy. Literature under either INDIVIDUALISM OR SOCIALISM is not easy to combine under one of these two headings. ANARCHY and GOVERNMENT are opposites; although anarchy is a strictly negative condition, it appears to be positive in the minds of its advocates, and has become the subject of much literature. Therefore no one would think of indexing the ways and doings of anarchists under GOVERNMENT (Want of). But with social evils, such as INTEMPERANCE (quoted in Cutter's *Rules*), the best plan is to choose the opposite, TEMPERANCE, as discussion of the remedy will always be the prevailing theme. Of course, realistic contributions to the description of vice must be indexed under the name of the vice itself.

58. Lastly, with regard to SOCIALISM and COMMUNISM, the underlying principle of these doctrines is the same, but the adherents of the two systems are at present mutually antagonistic. Therefore, as SOCIALISM and COMMUNISM are distinct in definition, the literature of each subject, which now reaches extreme dimensions in both instances, should be kept separate.

5. *Subject-Word and Subject.*

59. I have earlier made allusion to the fact that the subjects of papers in magazines are frequently disguised. "The signs of the times," "Limitation as a remedy," are articles that need inspection to show that they deal with "SOCIALISM." "Government by brewery" has solely to do with the politics of the UNITED STATES OF AMERICA; "The quarrel of the English-speaking people" is concerned with VENEZUELA and the BRITISH GUIANA BOUNDARY QUESTION. Numerous examples might be quoted to point out this disguise, whether thin or complete, but the difficulty of choice of subject is more apparent than real, as the magazine indexer has, or should have, the material with which he is working under his eye.

6. *Compound Subject-Names.*

60. This is a difficult problem in indexing. Mr. Cutter, who argues the question very closely, has ably endeavoured to solve it. His conclusions seem to be these: that rules are of very little help or guidance in the matter: that there are two principles which may be of some assistance—the first—a general one—that we should be guided by circumstances; the second, that the natural course in a dictionary-catalogue is to choose the first of the two words under which to make the entry, inversion leading directly or indirectly to class-entry.*

61. He gives a large number of these compound words which would be rarely looked for under the second word denoting the class, such as "Alimentary

* *Rules*, pp. 71–75. These pages demand a most careful and thoughtful perusal at the hands of all students of indexing.

Canal," "Military Art," "Political Economy." And there are numerous other instances in which this is true, of which the following are a few examples: "Bread Laws," "Humanitarian Movement," "Labour Problems," "Liquor Traffic," "London Clay," "Living Wage," "Mental Disease," "Middle Ages," "Middle Classes," "Natural History," "Pacific Islands," "Round Towers." We have to take these words as we find them, and remember that they have become current coin in speech. If this be kept in mind, no indexer will be guilty of the pedantic absurdity of making such entries as "Islands, Pacific"; "Laws, Bread"; "Movement, Humanitarian"; "Towers, Round"; "Wage, Living"; it being quite obvious which is the emphatic word in each instance. No one will look under "Ages, Middle," for literature on the Middle Ages; under "Islands, Pacific," for "Pacific Islands"; or under "Traffic, Liquor," for "Liquor Traffic." In every one of the instances I have given, the adjective, or substantive used as an adjective, imparts a specific limitation to the noun substantive that follows. Some of the adjectives are capable of being turned into substantives, or the two words themselves combine to form a substantive, e.g. "Humanitarian Movement"="Humanitarianism," "Mental Disease"="Mind, Disease of," "Natural History"="Nature, History of," but the adoption of such headings is not a very advisable practice.

62. When the subject consists of a short sentence, the first word is frequently the right one under which to make the alphabetical entry, as in the instance given in the *Rules*: "Ancient and Modern," because there is no choice; "Fertilisation of Flowers," because use

sanctions the arrangement. "Nationalisation of Railways," however, should stand, "Railways, Nationalisation of," as "Railways" is clearly the more important word, and is indeed the specific one, the State-socialistic process of "Nationalisation" being capable of classification in several ways, of which that of "Railways" is one, "Land" another, and "Postal Service" another. For the same reason we say, "Rotation, Sense of," instead of "Sense of Rotation." Passing over the arrangement of "Ancient," "Ecclesiastical," or "Sacred History," for the disposition of which terms under the adjective Mr. Cutter seems to have made out a very good case, we will examine rather more closely the names of certain sciences.

63. Mr. Cutter thinks that readers are more likely than not to look first under "Comparative" for "Comparative Anatomy." Those, however, who want works on that subject would better recognise the class "Anatomy" than its sub-division "Comparative" as the more likely point at which to start on their search, especially if they are students, as in most cases they will be. "Comparative," though an easy enough word to convey what is meant, is a difficult one to transmute into a substantive. The searcher, it is stated in the *Rules* (p. 74), looks for works under "Morbid Anatomy," and is referred to "Anatomy, Morbid." "He finds there what he wants, and does not stop to notice that 'Comparative Anatomy' is not there, but under C; consequently he is not puzzled at that." Certainly he may not be puzzled, but he may be disposed to criticise if he does discover the arrangement. If scientific articles are indexed in a great index of general literature it is assumed that this is done for the benefit of authors who want to track out the by-paths of scattered

literature on their subject; for their sake, therefore, consistency of nomenclature should be at a premium. I strongly recommend, therefore (i.) that Anatomy, "Comparative," "Human," "Morbid," had better be arranged thus:

ANATOMY, Comparative
(Literature on)
(Human)
(Literature on)
(Morbid)
(Literature on)

This is no real classification, as "morbid" may be both "human" and "comparative."

(ii.) That the entries under Botany should rank under headings such as these:

BOTANY
Medical
(Literature on)
Physiological
(Literature on)
Systematic
(Literature on)

Here Medical Botany may undergo a systematic arrangement, and in a systematic treatise the medical properties of the plants are not infrequently given.

(iii.) That Chemistry and its divisions should be arranged in the following order:

CHEMISTRY
Agricultural
Inorganic
Organic
Practical
Qualitative
Quantitative

with the literature on each sub-division following that sub-division. As shown in the previous examples of Anatomy and Botany the above arrangement is no real classification; "Agricultural" Chemistry may be "Inorganic" or "Organic"; it is certainly "Practical," and will be viewed both "qualitatively" and "quantitatively." It need not be said that if it were a book or a journal dealing *solely* with Chemistry, entry under "Inorganic," "Organic," or "Qualitative" as a first word would be perfectly correct. But here we are only concerned with papers on Chemistry as they crop up in scattered, general, non-scientific literature.

7. *Double-Entry.*

64. From the nature of things, there are very few magazine articles which attempt to deal with more than one subject. Therefore, as compared with books, there will be little pure double entry. In journals of literature other than scientific, however disguised the subject may be under a proverb-like or enigmatical title, the one central theme of the article will be determined on sufficient inspection, e.g. "Paralysers of style" (F. M. Bird: *Lippincott's Monthly Magazine*, 1896, xiii, 280) is an article on defects in literature in its general aspect. But the subject, however clearly stated, will often be complicated by reference to the country or the person to which it relates. These become subjects also: "Japanese architecture": C. T. Mathews, *Architectural Review*, 1896, v, 383. Here the entry must be under JAPAN: *Architecture*, in accordance with Mr. Cutter's rule (*Rules*, p. 68), and also under ARCHITECTURE, *Japanese*, if space permits. I have already (Section 28) quoted Mr. Cutter's reason for preferring entry under country than under the name

of the subject related to it in catalogues where space is limited. A case like "Aspects of the Renaissance" (J. M. Stone: *Month*, 1896, lxxxvi, 473; lxxxvii, 207) will need inspection of the text to learn that it deals with the Renaissance in Italy, whilst "Jefferson and Alexander Hamilton in American Education" (E. P. Powell: *New England Magazine*, 1896, xiv, 699) needs entry under JEFFERSON (Thomas); HAMILTON (Alexander); UNITED STATES OF AMERICA (Education), and, if practicable, under EDUCATION (American).

65. Mr. Cutter sums up the matter of double-entry very well in his Rule 178 (*Rules*, p. 77), which runs as follows: "When a considerable number of books might all be entered under the same two or more headings, entry under one will be sufficient with a reference." Taking the example given above—"Japan, Architecture"—if there be a whole mass of architectural papers, a cross-reference from "Architecture" to "Japan" (Architecture) will be sufficient, but if only one or two there may be advantage in indexing them under ARCHITECTURE (Japanese) as well.

8. *Entries considered as parts of a whole. The need of Cross-References.*

66. Multiple entries of papers treating of essentially one specific subject should be avoided when possible, e.g. ANTIQUITIES and ARCHÆOLOGY, for instance, where half a dozen books or papers that have the first of these two words in their title are indexed under ANTIQUITIES, and another half dozen are placed under ARCHÆOLOGY because the authors have used that phrase in their memoirs. This can be avoided by choosing one of the two words for an entry and making a cross-reference to the other. But it is not only in the case of synony-

mous subject-entries that this discrepancy of entry occurs. To take one instance : " CASTLES, English " : " ENGLAND, Castles of." Let it be assumed that we are indexing papers treating on them generally, not dealing with individual buildings, such as the Tower of London, Windsor Castle or Kenilworth Castle. The preferable entry is under CASTLES, *English*. If there be room, there is no reason against entry of all the papers under ENGLAND, *Castles of*. Only, let everything be entered there, so that all that appears under the one subject-entry be found under the other also. Then again, under CASTLES, *English*, cross-references should be made to the name of every English castle indexed. And from ANTIQUITIES or ARCHÆOLOGY, whichever of the two terms be chosen, a cross-reference will be needed, " see also under names of castles." It must not be forgotten that some of these papers may be purely architectural, so that although the entry will run, say, " KENILWORTH CASTLE, Architecture of," the subject-entry, " Architecture," under which articles dealing with " Architecture " as a whole are placed, needs a cross-reference, " See also *Kenilworth Castle*."

67. As cross-references form the connecting link between these disconnected subject-entries, a proper understanding of them is exceedingly important. Blind cross-references are never made deliberately by any indexer possessing a rudimentary knowledge of his work ; but they are liable to occur in the indexes of the best compiler if he does not check his entries with great care. Indeed, they may sometimes be due to over-zeal in this matter, for example : " ZOOLOGY (here follow various aspects of the subject), see also *Cat, Dog, Horse, Lion, Rhinoceros, Tiger*," and so forth (I am only giving a few out of many possible cross-

references). There may be papers in the index on all those animals, wild and domestic, except one, say *Rhinoceros*. Now, this mistake has probably occurred through some one being told off to compile a list of as many subjects as would likely be included under ZOOLOGY. However time-saving such work may seem, it is clearly on the system of "putting the cart before the horse." The simplest and safest plan is to adopt the advice given by Mr. Cutter, that is, to refer from the specific to the general, from the general to the more general, and from the more general to the most general.

68. Very many years ago the shortcomings and advantages of indexing were ably and judicially discussed by a band of American librarians in the *Library Journal* (1878–80). About the time of the re-commencement of his index under the editorship of Mr. W. I. Fletcher, Mr. Poole was generally taxed with questions as to the method of indexing which his collaborators would be asked to adopt. He insisted on the principle that alphabetical arrangement and not classification in any shape was to be the keynote struck. He went so far as to say that the exigencies of space would make cross-references a secondary consideration, as the common sense of searchers ought to be sufficient to suggest the cognate subjects of a class. In theory at least he was quite right, for although, as he later explained, in his reply to the writers of the "Symposium," he had arranged in the future for a more abundant supply of cross-references, he justly remarked: "After all we do for the reader there is a wide margin left on which he may exercise his intelligence in helping himself." *

69. Cross-references should be grouped alphabeti-

* *Library Journal*, 1878, iii, 182.

cally, either immediately after the main heading and before the sub-headings, or else should follow the sub-entries. There is a great advantage in placing them at the beginning, as the searcher, before he proceeds to the main subject taken simply by itself, at once perceives the extent of all that is cognate or accessory to it. It must also be remembered that the sub-headings frequently need cross-references as well. Such a single illustration as "RIVERS, *English:* see also *Thames*" (and all other rivers upon which there is literature should be here mentioned by name if possible) is sufficient to show what is meant.

70. It should be gathered of course that the expression "See also" is used when, after or before the entries are made on the main subject, cross-references are given to allied subjects or divisions of that subject. "RIVERS, *English*: see also *Thames*," makes that perfectly clear. The term "See" should only be used when no entry is made under a subject-entry or a sub-heading, but the searcher is directed to consult a synonym or a sub-division; BIRDS, see *Ornithology;* OXEN: COWS see *Cattle;* WEST INDIES, see *Jamaica, Leeward Islands*, etc. (assuming there are no articles on the West Indies as a whole).

71. The value of an alphabetical index, it will therefore be seen, depends largely upon the skilful use of cross-references, which should be made as complete as possible, though to provide them to an illimitable extent is beyond the possibilities of time and space. Their right and plentiful employment, however in addition to doubling the usefulness of the index, is an important factor in demolishing the arguments, whether shallow or plausible, brought against alphabetical arrangement of subjects—arguments, however,

the utterance of which is too often justified by the bad work of indexers.

9. *Form-Entry.*

72. This will play but a small part in indexes of magazine literature. Lists, however, may usefully be made of review articles on works of fiction, dramatic works and poetical works, under the names of the authors whose productions are thus reviewed. It must be borne in mind, however, that FICTION, DRAMA and POETRY may be subjects as well, these possessing a peculiar attraction to modern critics and writers of appreciations. LITERATURE itself and also CRITICISM are words that may require both form and subject-entry. To make lists under FICTION and POETRY of all the stories and poems that are published in serials would, however, be a waste of time; for most novels and poems that make their first appearance in this fashion undergo subsequent independent publication if their merits demand it.

73. The following tabulated record of author and subject-entries is now given:

Author Entry.

1. ARNOLD, W. H.
   The welfare of the bookstore. *Atlantic Monthly*, Aug., 1919, pp. 102–109.
2. BAKER, Ernest A.
   The muscular novel: a war episode in the history of fiction. [Influence of the Crimean War upon English fiction.] *Contemp. Review*, Nov., 1917, pp. 573–80.

Subject Entry.

BOOK INDUSTRY AND TRADE.
Arnold, W. H. The welfare of the bookstore. *Atlantic Monthly*, 1919, pp. 102–109.

CRIMEAN WAR.
Baker, Ernest A. The muscular novel: a war episode in the history of fiction. [Influence of the Crimean War upon English fiction.] *Contemp. Review*, Nov., 1917, pp. 573–580.

ENGLISH FICTION.
Baker, Ernest A. The muscular novel: a war episode in the history of fiction. [Influence of the Crimean War upon English fiction. *Contemp. Review*, Nov., 1917, pp. 573–580.

Author Entry.

3. BARNES, J. S.
Modern Italian Literature. *New Europe*, Nov. 19, 1919, pp. 214–216.

4. BOYSON, V. F.
English miracle plays in the fifteenth century. *Treasury*, Sept., 1919, pp. 429–434.

5. CAFFREY, G.
Rudolf Borchardt. *New Criterion*, 1927, V. (Jan.), pp. 81–87.

6. COLLINS, H. F.
The criticism of Coleridge. *New Criterion*, 1927, V. (Jan.), pp. 45–56.

7. ESCOTT, T. H. S.
A submerged profession. *London Quart. Review*, Jan., 1919, pp. 73–83 [bibliography].

8. GARDINER, A. H.
Some thoughts on the subject of language. *Man.*, Jan., 1919, pp. 2–6.

9. GODDARD, H.
Should language be abolished. *Atlantic Monthly*, July, 1918, pp. 59–65.

10. GOOD, E. T.
Trade Union Law amendment. *English Review*, Jan., 1927, pp. 25–33.

Subject Entry.

ITALIAN LITERATURE.
Barnes, J. S. Modern Italian literature, *New Europe*, Nov. 19 1919, pp. 214–216.

MYSTERIES AND MIRACLE PLAYS.
Boyson, V. F. English miracle plays in the fifteenth century. *Treasury*, Sept., 1919, pp. 429–434.

BORCHARDT, RUDOLF.
Influence on contemporary German literature, Caffrey, G., Rudolf Borchardt. *New Criterion*, 1927, V. (Jan.), pp. 81–87.

GERMAN LITERATURE, CONTEMPORARY.
Caffrey, G., Rudolf Borchardt. [Influence on contemporary German literature.] *New Criterion*, V. (Jan.), 1927, pp. 81–87.

COLERIDGE, S. T. (1773–1834).
Collins, H. F. The criticism of Coleridge. *New Criterion*, 1927, V. (Jan.), pp. 45–56.

CRITICISM.
History of, Collins, H. F. The criticism of Coleridge. *New Criterion*, 1927, V. (Jan.), pp. 45–56.

JOURNALISM.
Estcott, T. H. S. A submerged profession. *London Quart. Review*, Jan., 1919, pp. 73–83 [bibliography].

LANGUAGE.
Gardiner, A. H. Some thoughts on the subject of language. *Man.*, 1919, pp. 2–6.

LANGUAGE.
Goddard H. Should language be abolished. *Atlantic Monthly*, July, 1918, pp. 59–65.

TRADE UNIONISM, REFORM IN.
Good, E. T. Trade Union Law amendment. *English Review*, Jan., 1927, pp. 25–33.

Author Entry.

11. JAST, L. Stanley.
A proposal for Library Association editions of standard works. [Plea for improvement in book-production and for reprinting out-of-print books.] *Library Assoc. Record*, Nov., Dec., 1919, pp. 355–359.

12. JOHNSTON, J. Charteris.
Literary Torquay. [Biographical catalogue of writers who have lived at Torquay, with references to their works.] *Trans. Devon Assoc.*, V, 50, 1918, pp. 292–332.

13. LANGE, F. W. T.
Pamphlets and their value in regard to the history of the war. *Library World*, Oct., 1917, pp. 87–90; Nov., pp. 120–124.

14. MANSON, J. A.
The salt and spice of Douglas Jerrold. *Chambers Journ.*, July, 1918, pp. 465–68.

15. NEWBERRY, Marie A.
Macaulay, a maker and user of libraries. *Library Journ.*, Mar., 1919, pp. 159–163.

Subject Entry.

BOOK INDUSTRY AND TRADE.
Jast, L. Stanley. A proposal for Library Association editions of standard works. [Plea for improvement in book production and for reprinting out-of-date books.] *Library Assoc. Record*, Nov.–Dec., 1919, pp. 355–359.

LIBRARY ASSOCIATION.
Jast, L. Stanley. A proposal for Library Association editions of standard works. *Library Assoc. Record*, Nov–Dec., 1919, pp. 355–359.

TORQUAY: LITERARY ASSOCIATIONS.
Johnston, J. Charteris. Literary Torquay. [Biographical catalogue of writers who have lived at Torquay, with references to their works.] *Trans. Devon Assoc.*, V, 50, 1918, pp. 292–332.

EUROPEAN WAR: HISTORY OF.
Lange, F. W. T. Pamphlets and their value in regard to the history of the war. *Library World*, Oct., 1917, pp. 87–90; Nov., pp. 120–124.

PAMPHLETS.
Lange, F. W. T. Pamphlets and their value in regard to the history of the war. *Library World*, Oct., 1917, pp. 87–90; Nov., pp. 120–124.

JERROLD, Douglas (1803–1857).
Manson, J. A. The salt and spice of Douglas Jerrold. *Chambers Journ.*, July, 1918, pp. 465–468.

MACAULAY, T. B. (Lord Macaulay, 1800–1859).
Newberry, Marie A. Macaulay a maker and user of libraries. *Library Journ.*, Mar., 1919, pp. 159–163.

Author Entry.	*Subject Entry.*
	LIBRARIES. Newberry, Marie A. Macaulay, a maker and user of libraries. *Library Journ.*, Mar., 1919, pp. 159–163.
16. SHELTON, A. W. The shortage of working-class dwellings. *Financial Rev. of Revs.*, June, 1917, p. 183.	HOUSING PROBLEM. Shelton, A. W. The shortage of working-class dwellings. *Financial Rev. of Revs.*, June, 1917, p. 183.
17. WELLS, W. R. Behaviourism and the definition of words. *Monist*, Jan., 1919, pp. 133–140.	LANGUAGE. Wells, W. R. Behaviourism and the definition of words. *Monist*, Jan., 1919, pp. 133–140. WORDS (DEFINITION OF). Wells, W. R. Behaviourism and the definition of words. *Monist*, Jan., 1919, pp. 133–140.
18. WHITEING, Richard. The wittiest man in town. *Bookman*, Feb., 1919, pp. 158–160, 3 *figs.*	JERROLD, Douglas (1803–1857). Whiteing, Richard. The wittiest man in town. *Bookman*, Feb., 1919, pp. 158–160, 3 *figs.*
19. WILSON, J. Havelock, C.B.E. Peace and goodwill. *English Review*, Jan., 1927, pp. 20–24.	NATIONAL SAILORS' AND FIREMEN'S UNION. Wilson, J. Havelock. Peace and goodwill. *English Review*, Jan., 1927, pp. 20–24. INDUSTRIAL PEACE UNION. Wilson J. Havelock. Peace and goodwill. *English Review*, Jan., 1927, pp. 20–24. SAILORS: See National Sailors and and Firemen's Union. FIREMEN (Naval). See National Sailors' and Firemen's Union. PEACE (Industrial). See Industrial Peace Union.

The majority of the foregoing titles are self-explanatory, so that there ought to be no difficulty in deciding on choice of subject-entry. There are, however, some exceptions.

In the case of (2) there is a brief annotation which at once supplies information as to the subject-entries required, and the annotations accompanying the author-entries (11) and (12) are equally helpful. The brief title "Rudolf Borchardt" of the article by Mr. G. Caffrey (5) is not sufficient to explain that the essay deals with one of the foremost leaders in the current German literary movement; therefore the article requires perusal in order that the proper subject-entries may be supplied. Mr. Estcott's article (7) needs inspection in order to discover what is the "submerged profession," and the same remark applies to Mr. Richard Whiteing's paper on "The wittiest man in town," whom we learn is Douglas Jerrold. In another contribution to the same subject, that of J. A. Manson, we are relieved of the trouble of inspection, as the author mentions in the title he gives the name of the brilliant journalist whose *bons mots* he records. Lastly, the trend of Mr. Havelock Wilson's article in the *English Review* is indicated by the brief title "Peace and Goodwill," but his contribution needs careful perusal in order to ascertain that the agents instrumental in endeavouring to secure "Peace and Goodwill" are the "National Sailors' and Firemen's Union" and the "Industrial Peace Union," both of which organisations require subject-entry.

10. *Arrangement of Subjects and of Sub-Entries.*

74. It has been sufficiently implied in the foregoing pages that indexes to general or universal literature are usually the results of co-operative work. Indeed, indexes to special subjects also cover so extensive a range sometimes as to make it impossible for one person to produce them. The collaborators will receive

instructions from a supervising editor on all the points we have been considering. Provided they carry these out consistently, the editor's labours will be lightened. The arrangement of subjects and of entries under subjects is the task to which the editor will specially direct himself, unless of course he assists in compiling from some of the magazines and journals that are included in the list for indexing. Whether he will require his collaborators to sort their slips or cards preliminarily must depend upon circumstances; but as all their time will probably be needed for the actual writing of the slips, he will find it more economical to entrust the rough sorting to an assistant capable of arranging all the main entries alphabetically—one who thoroughly understands the meaning of words, and will not confuse entries relating to two or more separate meanings of one subject-word. But, given the time, it will be immensely to the advantage of the editor and his work that he should do as much as possible of the inner arrangement himself. It is to this inner arrangement that I shall chiefly direct my remarks.

75. As already stated in the historical introduction, there have been several useful guides to the contents of periodical literature. The *Review of Reviews Index* and *Poole's Index* are now defunct, but the *Subject Index to Periodicals* first issued by the *Athenæum* and later by arrangement with the Library Association is now continued by the Association. The *Readers' Guide to Periodical Literature* mainly indexes American literature. In the *Review of Reviews Index*, which is still a useful guide to the literature of the years it was in existence (1890–1902), except for alphabetical arrangement of the main subject headings, the articles are classified as far as possible. The plan,

apparently, upon which the articles are arranged, seems to consist in advancing from the general to the special. To take the wide subject of NATURAL HISTORY as indexed in one of the volumes of the series. First of all there is a classified list of cross-references, then follows "Bibliography," next a collection of general articles on "Natural History," then papers on special ramifications of "Natural History," such as "Marine Life," "Freshwater Life," "Aquariums," "Luminous Animals," "Natural History in the Poets"—all these in the order indicated.

76. Here, for example, is the arrangement of entries under FRANCE as adopted in the *Review of Reviews Index* for the year 1900:

FRANCE:
Political, Miscellaneous
[Here follow titles of articles]
The Army and Navy. See under Armies, Navies
Finance, Commerce
[Here follow papers]
Railways [Here follow papers]
Land, Agriculture, Industries
[Here follow papers]
Social Questions, Miscellaneous
[Here follow papers]
Education. See under Education
Incunabula at the Municipal Library, Grenoble
French Literature. See French Literature
Journalism. See under Journalism
French Theatres and the Drama

FRANCE (*continued*):
French Musicians noticed. See Chaminade (Mdlle.) Gounod (Charles)
French Art. See under Art
French Arts and Crafts. See under Arts and Crafts
Paris, Exposition of, 1900. See under Paris
Religion (see also articles under Catholic Church, Monasteries)
[Here follow papers]
Historical, etc.
[Here follow papers]
Descriptive
[Here follow papers]

77. This is an excellent collection of information. There is nothing in it to complain of as regards quantity or quality, but for the practical purposes of quick reference it is distinctly at fault. Classification has been attempted, but on no particular system; and all the above groups, which to the uninitiated appear to have little order, might with advantage have been placed alphabetically. It should be understood that this criticism applies alone to the arrangement of sub-entries under subject-entries of extent in the *Review of Reviews Index*. For there are numerous subject-entries to which very few, or even but one or two, sub-entries are severally assigned. These naturally can be found speedily under their subject, no matter in what order they are arranged.

78. It is generally known that the arrangement of entries under the subject in *Poole's Index* is rigidly

alphabetical. Such was the aim of its founder; and his assistant, Mr. W. I. Fletcher, afterwards the principal editor, faithfully adhered to the main laws laid down by Mr. Poole. When the first supplement was being started, more than forty years ago, Mr. Poole, as has already been stated, was the recipient of many suggestions, critical in the main, but courteous. In the course of his reply to the "Symposium," * Mr. Poole narrated the advice he had received from Mr. Sampson Low (founder of the *English Catalogue*), when he was present at the first Library Conference held in London in 1877. Mr. Low said: "Take, my friend, the advice of a man, eighty-six years of age, who has spent his life in making catalogues and indexes. Don't change the plan of your *Index*, or allow your American friends to change it. It is the best that was ever made. I have used the *Index* ever since it was issued, and am sure the plan cannot be improved, and may be injured." †

79. This advice was adhered to with unvarying consistency. The following extract, from the entries under FRANCE, although a mere fragment only reaching to C, will serve to show the method of arrangement.

FRANCE and Algeria
and Austria
and Belgium
and her Colonies
and England
and Russia
Attitude of France
French feeling
Misunderstandings of
Relation of

* *Library Journal*, 1878, iii, 141. † *Ibid.*, 1878, iii, 180.

FRANCE and Germany
and her new allies
and Italy
Question of
and the Papacy
and Russia : alliance between
in 1893
Industrial alliance between
Instructions to French
Ambassador
Pageantry in politics
and Siam
and Switzerland
Army of
Conscript's views of
Discipline of troops in
colonial conquests
Health experiments in
Attractiveness of
The Bar in
Baring Gould's "Deserts in Southern France"
By wheel from Havre to Paris
Cabinet crisis
Catholicism and democracy in
Celtic monuments in
Centralisation in
and Decentralisation in
Chamber of Deputies, Membership of
Church in
and State in
The new grievance of
Coast, defence of
College of

FRANCE (*continued*):
Colonial policy of
Colonies in the East
Questions of
Commercial policy of, Recent
Constitution, Development of Present
Constitution, Revolution of, in 1895
Constitutional and Organic laws of
Criminal Law in
Criminal Procedure in
Currency of

80. The *Poole's Index* plan therefore had a definite purpose to fulfil, namely, that of facility of reference. The editor recognised the comparative uselessness of classification in a work of this kind for a searcher who wants to find out a particular fact about France. But, with alphabetical arrangement, whether the information wanted be about the Army, Church, or Constitution, it can be found at once without having to search through a whole mass of literature, arranged on an attempted relative system that is far from clearly defined.

81. Method of arrangement is governed by strict considerations of space. So much of the title is quoted as sufficiently defines the scope of the article, and in most instances the subject-word comes first to catch the eye, as will be seen, e.g. "*Coast*, Defence of." Sometimes an adjective more fitly expresses the subject: "*Colonial* policy," followed shortly by "*Commercial* policy." "*Constitutional* and Organic Laws of," with "Criminal Law in" coming almost immediately after. "Colonies" and "Commerce," "Constitution" and "Crime" are here manifestly uppermost in the

thoughts of the writers of those articles, so that "Policy" and "Law" being subordinate in idea, sub-entry is not made under those subjects.*

82. There is yet another method of arrangement which is better still than that of *Poole's Index*. Given the advantages of space, time and money, it should be employed in indexing the contents of journals in large libraries. It did not originate in a general library, but in a large special institution—the Library of the Surgeon-General's Office, Washington. The *Index-Catalogue* to that library is a veritable model to workers; its founder was the late Dr. John S. Billings, who afterwards became Director of the Public Libraries of New York City. The comparatively limited nature of its scope prevents this masterpiece of bibliography and of indexing becoming widely known, so for the benefit of those unacquainted with the general scheme of the *Index-Catalogue*, a few brief outlines may be given.

83. There is no division of authors and subjects. Both are in one alphabet. Interspersed among the regular bibliographical title-entries of authors are found the great subject-entries. Beneath these the sub-entries (the various *aspects* of the subject) are arranged in the main † alphabetically. Following each sub-entry is to be found (1) a list of books, if there be any on that aspect of the subject, arranged alphabetically under the author's name; (2) what is our present concern—a list of all articles, on the point in question,

* As stated above, it is the names of the *sciences* more especially that it seems mistaken to separate alphabetically under the adjectives which modify them, for in this department stability of nomenclature is so important. I add this note with the view of preventing any misunderstanding.

† Where this cannot be done—for technical or scientific reasons—due explanation is made in the introduction to the Catalogue.

to be found in volumes of journals contained in the library: this is arranged alphabetically, not chronologically, under the authors' names, the *whole* title of each article being given, together with the date, number of volume, and page.

84. The subject-entries *Air* and *Water* will be convenient examples of arrangement followed in the *Index-Catalogue*.

Air:
Air (Analysis of)
Air (Bacteriology of)
Air (Chemistry of)
Air (Cooling of)
Air (Deglutition of)
Air (Effects of and as a cause of disease)
Air (Effects of, on wounds)
Air (Expired)
Air (Filtration of)
Air (Ground). See *Ground Air.*
Air (Impurities of)
Air (Micro-organisms in)
Air (Moistening of)
Air (Moisture of)
Air (Pressure of)
Air (Purification of)
Air in the blood
Air in the body
Air as a remedy
Air in ships. See *Air* (Chemistry of)
Air in the veins
Air (Compressed and rarefied)
Air (Compressed and rarefied, as a remedy)
Air (Sea). See also *Baths* (Sea); *Sea-Climate*

Water (Analysis of)
Water (Bacteriology, Organisms, and Microscopy of)
Water (Chemistry and Examination of)
Water (Contamination of). See *Lead-pipes*; *Water* (Hygiene of)
Water (Filtration of). See *Water* (Purification of)
Water (Hygiene and impurities of and as a cause of disease)
Water (Hypodermic use of)
Water (Impurities of)
Water (Lead contamination of). See *Lead pipes, &c.*
Water (Preservation of). See *Water* (Hygiene of)
Water (Purification of)
Water (Supply of)
Water (Supply of, by localities)
Water as a remedy
Water as a remedy (Surgical uses of)
Water (Cold, Accidents from)
Water (Distilled)
Water (Potable)
Water (Sea). See *Sea-waters.*
Water (Stagnant)
Water (Subsoil)
Water (Warm or hot)

An examination of the tables just quoted shows that the aspects of Air and Water form one alphabet of sub-entries: the relations of Air and Water to other subjects a second, and the different kinds of Air and Water a third alphabet.

85. The arrangement adopted in *Poole's Index* of using as much as need be of the title itself as a sub-entry is excellent in an abridged compilation of that nature where space is valuable. It is not possible to

repeat the title in correct bibliographical fashion, and all that can be given as a reference are the author's name, the abbreviated title of the journal, and the date, the volume, and the page. When, however, the literature for a whole series of years is being indexed, or all the articles in the journals and periodicals of a great library, the plan of the *Index-Catalogue* is by far the best: that is, a whole set of articles have their titles given in full, and they are grouped under the subject or subjects, or sub-divisions of those subjects, that their titles severally denote. It is said above that the arrangement of articles on one subject, or aspect of a subject, is alphabetical under the authors' names in the *Index-Catalogue*. Chronological arrangement, indicating historical sequence and progress in knowledge, would have been far better. The first demand of the scientific research-maker is for the *latest* literature: the earlier or historical work may be useful, and in some cases necessary to him. If he wants it he knows where to find it—at the beginning.

86. The *Index-Catalogue* plan of arrangement of entries has now been adopted by other guides to literature, both general and special, namely: (1) the *Subject Index to Periodicals* issued by the Library Association; (2) the *Reader's Guide to Periodical Literature*; (3) the *International Index to Periodicals* (formerly the *Reader's Guide Supplement*); (4) the *Index Medicus* (recent volumes); and (5) the *Quarterly Cumulative Index to Current Medical Literature*, edited by the staff of the Library of the American Medical Association.

The following extracts from the *Subject Index to Periodicals* and from the *Reader's Guide* illustrate the arrangement of sub-headings:

(1) *Subject Index to Periodicals :*

FRANCE :

Air Services
Appropriations and Expenditures
Army
Boundaries
Colonies
Commerce
Communication and Traffic
Constitutional History
Description and Travel
Economic Conditions and Policy
Emigration and Immigration
Finance
Foreign Policy
Foreign Relations
History (with Sub-divisions)
Intellectual Life
Navy
Politics
Statistics

The articles indexed under the foregoing are arranged as follows : (1) Title. (2) Author's name. (3) Name of periodical or journal in which occurring. (4) Volume, date and page. This reverses the order adopted in the *Index-Catalogue*, where the author's name precedes the title.

(2) *Reader's Guide to Periodical Literature.*

Two main subject-headings have been specially selected, as they represent subjects of preponderating importance and interest at the present day.

(*a*) AERONAUTICS
History
Laws and regulations
Safety devices and measures
Study and teaching
Terminology

Aeronautics
Commercial
Europe
Germany
Great Britain
United States

Aeronautics
Military
Bibliography

(*b*) The expression "Wireless" has become a household word, and no reason can be urged against its use as a subject-entry both for books and journal literature. But the compilers of the *Reader's Guide* prefer the more scientific term Radio, so a cross-reference is at once made from "Wireless" to "Radio," under which heading all the literature relating to this great subject is to be found.*

Wireless: See Radio
Radio Advertising
Radio Amateur
Radio Antennas
Radio Apparatus
Patents

* The whole of the sub-headings under "Radio" are far too numerous to quote, but those given furnish a sufficient indication of the arrangement adopted.

Radio Apparatus Industry
Batteries : *See* also Storage
Radio Broadcasting
Advertising uses : See Radio Advertising
Business apparatus : See Radio Advertising
Church Services
Concerts : See Radio Broadcasting
Dramas
Educational
Appliances
Finance
Health education
Medical applications
Music
News
Police uses
Political speeches
Religious applications
Stations
Directories
Municipal
Radio Communications
Beam system
Bibliography
History
Interference
Power requirements
Terminology
Arctic regions
Argentina
Canada
Far East
Great Britain
South America

Summary.

87. A perfect index to periodical literature should consist, therefore, as follows :

(1) Of entry of all the articles under the authors' names, alphabetically.

(2) Of entry of these articles again under the authors' names, under the subjects and sub-divisions of subjects of which they treat.

(3) Of entry of the subjects alphabetically and—most important—of their sub-divisions alphabetically, with any clearly defined and simple modification.

(4) The whole index to be in *one great alphabet.*

Such work, however, will never be carried out in its useful entirety till governments recognise the importance sufficiently to make annual grants for its assistance, or wealthy private donors can be similarly induced to endow it with funds that will provide an income to make the work independent of that broken reed—the subscription system.

CHAPTER IV

Indexes to Special Periodical Literature

88. We have now to regard Indexing from quite another standpoint. Hitherto we have been assuming it to be undertaken from a co-operative point of view, as in the case of *Poole's Index* and also in that of the *Reader's Guide*. In special work, the greater the magnitude of the task, as in the instance of Science as a whole, and any large divisions of Science, the more likely it is that co-operative effort will be required, but as a rule, special indexes are the result of individual effort, and are frequently compiled upon systems which differ sometimes in principle and nearly always in detail. These contradictory methods, the natural result of several minds working on no fixed or settled plan, may be avoided, if compilers will only take the trouble to learn to index on a fixed system. As in the previous chapter, a few practical illustrations will be given to demonstrate the argument of unity of method.

The principles laid down for guidance in compiling indexes to general periodical literature apply equally in the following sections, and it need not be said that a careful study of Cutter's *Rules*, in connection with such commentaries and amplifications as I made in regard to them, should not be overlooked.

1. If a large set of journals relating to one great subject—any division of Science such as Botany, Chemistry, or Geology, or to take other departments of

knowledge, Law, History, or Geography—be indexed, the plan adopted will be the briefer form of *Poole's Index*, or the lengthened form of the *Surgeon-General's Index-Catalogue*.

2. If the annual contents of one journal be indexed, or the cumulative contents of so many volumes of it, entry will be made (*a*) under the author's name, (*b*) under the subjects of the title, arrangement of the sub-entries being in strict alphabetical order, thus :

Germany :
Aachen, Municipal Library, 346.
Bremen Municipal Library, 346.
Charlottenburg People's Library, 344.
Cologne Municipal Library, 345.*

89. The following are examples of the indexing of cumulative contents :

Edgar, King.
Canons of, viii, 22.
Charter to Ramsey Abbey, xiv, 154.
Gives Land at Seireburn to Church at York, i, 171 (*a*) (*b*), 190 (*c*).
Flint and Stone Implements :
From
Roundway, Wiltshire, xliii, 423, 429.
Rudstone, Yorkshire, xliii, 419, 426.
Saint Acheul, France, xxxix, 83, 84.
Scalby, Yorkshire, xxx, 459.
Scarborough, Yorkshire, xxx, 461.
Scotland, ii, 119.
Shelford, Great, Berkshire, xliii, 420.†

* *The Library*, 1st Series, 1898, x., 407 (Index).

† Index to the *Archæologia*, Vols. I.—L., 1889, pp. 237, 269.—The Roman numerals refer to the volumes of the series, the Arabic to the pages in each volume.

In the first quotation it will be seen that after the sub-entry the page only is given ; in the second and third the sub-entries are, of course, followed by the volumes, and then by the pages in those volumes, as the index is a cumulative one.

90. There is another method of entry, chiefly used in indexes to scientific journals, of which the following is an example :

Crookes (Sir W.), Radio-Activity and the Electron Theory, 413.
Electron Theory and Radio-Activity (Crookes), 413.
Radio-Activity and the Electron Theory (Crookes), 413.

The value of this plan consists in the invariable insertion of the author's name in a parenthesis before the page reference. Those who are looking up the subject of the electron theory, and who believe that Sir William Crookes has a communication on it, will be saved the trouble of referring to his name, although the title of the paper is only entered under his name as author. Small aids of this description, it is needless to say, considerably enhance the value of an index, and it is much to be desired that this insertion of the author's name after the subject-entry, or its sub-entry, be extended to all kinds of special indexes.

91. Such is a bare outline of the form that the indexing of journals dealing with special subjects should take. It need hardly be said that the essential points, which have been emphasised earlier in this work, must be most carefully observed, namely (*a*) specific entry, and avoidance of classification wherever possible, (*b*) careful choice of the word to be selected as subject, (*c*) decision as to the necessity of double-entry, and

the possibility of dispensing with it, (*d*) the plentiful, but discerning, use of cross-references, and (*e*) arrangement of subjects, whether main or subordinate entries. To what extent this will tax the ability or ingenuity of the indexer, must depend entirely on the range of the work he has in hand. If the journal be of a very special nature the vocabulary will be restricted ; if it cover a very wide theme, it may be enormously extended. And it must always be borne in mind that frequently, no matter how technical may be the terms generally requiring indexing in any journal dealing with a special subject, a number of names, other than technical, will require indexing also. Geology, Botany and Zoology, will make considerable demands on the indexer's geographical knowledge, and, conversely, if it be an account of recent discoveries in Geography that is being indexed, that account will probably involve terms dealing, not with one or two, but with many sciences ; all of these will test the indexer's ability.

92. It must be remembered that the " subject " may itself be a " class," with a host of included subjects. In a magazine of general literature, like the *Review of Reviews* or the *Nineteenth Century and After*, there may be a paper on the advances of Science in its widest application ; in a scientific magazine you may find a paper treating generally of Chemistry (of course, only in the superficial or leading article style). In a journal devoted to Chemistry are necessarily to be found papers on Chemistry in all its aspects, whether these deal with the general powers and property of matter, elementary substances, or compounds. We see, therefore, the descending scale from classification through sub-class to species, thus ;

Science

Chemistry

Heat, Light, etc. Oxygen Nitrogen

But each word is capable of standing by itself as a subject, with the cross-references backward from *Heat* or *Oxygen* to *Chemistry*, and from *Chemistry* to *Science*.

93. A short account of the most important development of the indexing of special periodical literature now follows :

(1) *International Catalogue of Scientific Literature.*

With regard to what has already been done in the way of indexing special periodical literature, reference should first be made to the *International Catalogue of Scientific Literature*. This large undertaking was inaugurated as long ago as 1900. It was continued to the outbreak of the war in 1914. The volumes issued embraced all departments of science, and each one consisted of an Author-catalogue and a Subject-index. But these subject-indexes, instead of being compiled on the alphabetical system like *Poole's Index*, were based upon a minute system of classification. The only means of ready reference are the brief subject-name indexes (e.g. Fatigue, Growth, Instinct, Oxidation, Tobacco, etc.), which are followed by the classification reference numbers, and thus a double search is entailed. Nevertheless, the *International Catalogue* was a laborious and praiseworthy undertaking, more especially so as the schedules of classification were printed in English, French, German and Italian.

The work of compilation was organised from a Central Bureau in London, in communication with

upwards of thirty Regional Bureaux in various parts of the world.

(2) *Subject-Index to Periodicals.*

94. The history of this undertaking has already been given in the introductory section (see p. 18), and it has been explained that during the years 1917–22 the index was issued in class-lists (e.g. A. Theology and Philosophy; B–E. Historical, Political and Economic Sciences; F. Education and Child Welfare; G. Art and Archæology; K. Science and Technology). The plan of arrangement is exactly as described by the title, an alphabetical subject-index of articles, with sub-divisions. By this means the consultant is enabled to find the information he is in quest of without having to search through classified collections. But the method of placing the titles of the communications before the author's names was an entirely wrong proceeding; the authors' names should have come first, as shown in the second column (subject-entry) of the tabulated record * (see p. 49–52).

(3) The *Index Medicus* and the *Quarterly Cumulative Index to Medical Literature.*

95. In no department of special or professional periodical literature has this kind of indexing been so carefully or thoroughly done as in that relating to Medicine and the Allied Sciences. Years ago, as far back as 1879, the *Index Medicus* was first published in monthly parts. The originator of the design was Dr. John S. Billings, who at that time was at the head of the Library of the *Surgeon-General's* Office at

* In the subsequent volumes embracing all subjects the author, correctly, precedes the title.

Washington, and who, as already stated, became at a much later date, Director of the New York Public Library. Billings' knowledge of medical bibliography and indexing was unrivalled, and the method of setting out titles above recommended (i.e. (1) author's surname followed by initials ; (2) title of paper ; (3) abbreviated name of journal ; (4) number of volume ; (5) page reference) was first worked out by him. This is the arrangement followed in the immense collection of articles to be found in each volume of the *Index Medicus*. The articles are classified upon a logical and easily learned sequence in each number, but the yearly volumes are followed by detailed subject-indexes arranged alphabetically and referring to each author's name and the page upon which the communication occurs.

Quarterly Cumulative Index of Medical Literature.

96. In 1916 another index to medical literature, with the foregoing title, was inaugurated by the American Medical Association. Its principal feature of interest—and it may be added of usefulness—consists in the incorporation of the entries of the previous parts with those of the current number.

It is a combined author and subject-index, any necessity for double reference being thus obviated. The component parts of each title are set out on an abbreviated system, that is, the careful bibliographical style of the *Index Medicus* is not adopted. But the titles are recorded at sufficient length to make them serviceable to those in search of the required information.

97. In the year 1921 a new series of the *Index Medicus* was begun, with a fresh arrangement of the

literature indexed. The articles were all placed under their respective subjects, the latter being arranged alphabetically, not classified. An author-index of names of the writers followed the conclusion of each volume. The *Index Medicus* came to an end in the year, and the whole of its work was taken up by the *Quarterly Cumulative Index*, the title of which was altered to that of *Quarterly Cumulative Index and Index Medicus*.

98. In conclusion, two interesting developments of special periodical indexing are worthy of mention :

(1) *The Information Index System of the Research Laboratories of the General Electric Company, Limited.** Members of the Research Staff of the Laboratories, abstract articles of permanent value from the periodicals and books of the Library. The abstracts are first made on slips, which are later handed to the Librarian, but, before this is done, each abstract is furnished with an appropriate subject-heading, together with a sub-heading where required. The main subject-headings represent either concrete substances (e.g. Furnaces, Pyrometers, Dielectries, etc.) or processes such as Distillation, Filtration, Harmonic Analysis, etc.). Amongst the sub-headings in use are the following : Physical Properties, Chemical Properties, Analysis, Thermal Properties, Manufacture, Bibliography and Theory.

99. In order to standardise the method of entry (*a*) a key-index of all main and sub-headings is kept available for general use in the library ; (*b*) all slips before typing are referred to a committee of the

* Goldsmith (L. D.). A note on the information index and library system of the Research Laboratories of the General Electric Company, Limited, *Association of Special Libraries and Information Bureaux, Report of Proceedings of Second Conference*, 1925, 1926, p. 156.

Scientific Staff, who approve the headings. When the headings have been approved, the slips are typed and filed in the library, one set under authors' names and the other under subject-headings.

(2) *Index to the Periodicals and other Publications dealing with Organic Resources in the Imperial Institute Library.**

This is stated to be essentially a subject-index, divided primarily into the chief groups of products such as drugs, dye-stuffs, essential oils, fibres, fodders, food-stuffs, gums, oils and oil, seeds, resins, rubbers, tanning materials, timbers, tobacco, etc. Each group has such headings as analysis, bye-products, composition, countries, diseases, pests, preparation, statistics, substitutes, uses, etc. A key-index, arranged throughout alphabetically indicates the various groups under which product is placed. Members of laboratory staff settle the items that are to be indexed, the work of which is carried out by an assistant with a good scientific training.

* Jeffery (H. J.). The work of the Imperial Institute Library, *Association of Special Libraries and Information Bureaux, Report of Proceedings of Second Conference*, 1925, 1926, p. 191.

CHAPTER V

Subject-Indexing of Books in Libraries

100. As questions of library economy are not dealt with in this book, any discussion as to the best kind of Catalogue—the Dictionary system, the Classified or the Alphabetico-classed would be irrelevant. Each form has its advantages and each its disadvantages; these are fully demonstrated by Mr. J. H. Quinn in his *Library Cataloguing*.*

101. Subject-indexing of books has been explained and discussed by Mr. Quinn, in his book, from the point of view of library economy. His excellent method, which is based on the requirements of a dictionary catalogue, has been to treat the book as a unit and (1) to settle the question of author-entry, often by no means an easy one; (2) to decide whether it requires a subject-entry or entries; (3) to choose such entry or entries; (4) to assign the book a classification number according to the Dewey System; and (5) to decide on the title-entry, should no subject-entry be required.

102. The indexing of the subjects of books will therefore only here be considered from the following points of view: (A) *Decision as to requirement of subject-entry;* (B) *Choice of entry or entries;* (C) *Arrangement of entries.*

(A) *Decision as to requirement of subject-entry or*

* *Library Cataloguing* (Truslove and Hanson), 1913, pp. 23–31.

entries: In a municipal library a large proportion of the books are of a popular nature, and do not require subject-indexing. These embrace works of fiction (novels, romances), books of amusement and light literature generally; poems and plays, tales of adventure and children's books. In other departments of literature taken in its wider sense, history, economics, science, arts, biography, travel, etc., the books will require careful examination for subject-indexing. Of course, if classified shelf arrangement is employed, and there is a classified catalogue, there will be no subject-entry. Each book will be placed on the shelf in its appropriate class or sub-division of that class, and instead of specific subject-entry, it will be entered under the class of knowledge to which it belongs. Thus, to take a very simple example, a book on the history of England will, after the author-entry has been made, be placed under HISTORY, ENGLISH, instead of under the specific entry ENGLISH HISTORY. Such a catalogue, however, is of little value without an index of authors and subjects.

103. Large proprietary circulating libraries are of different kinds. The commercial establishments may contain an even less proportion of informative books than a municipal library; in such, the books requiring indexing will not be numerous. But on the other hand, in institutions of the nature of the London Library, which possesses an exhaustive printed subject-catalogue, the number of non-fictional books is greatly in advance of that of novels and light literature.

104. In libraries that deal solely with technical or scientific literature there will be very few books or pamphlets that do not require scrutiny for subject-entry.

(B) *Choice of Subject-entry or entries:* The subject-entry may need to be determined by an inspection of the contents of the book. Most titles of books, however, which require subject-indexing, explain the subject under which the book should be placed. It is more the exception than the rule for a title to be obscure, fanciful or figurative. The well-known example of Ruskin's books are cases in point of fantastic titles. *Notes on the Construction of Sheep-folds* is entirely misleading. The book is really an essay dealing with the theme of reunion on the part of Protestant Christians, and may be conveniently indexed under the heading of "Church Reunion." A Scottish farmer took the meaning of the title literally, and thinking the book would be of use to him, purchased it. Upon his discovering what the real contents were, he wrote an indignant letter to the author, complaining of his useless shillingsworth which had been obtained under false pretences! Again, Ruskin at one period in his literary career took a lively interest in Political Economy, or rather Economics. *Unto this Last* (1860); *Munera Pulveris* (1862); and *Time and Tide by Wear and Tyne* (1867) are all essays dealing with this subject under disguised titles.

105. George Borrow's well-known work, *The Bible in Spain*, has often been quoted as supplying an example of an entirely misleading title. It has been seriously maintained that this book consists solely of a description of Spain and its people, their customs and manners. It is quite true that it does; in fact where could one go for a better record of all that is most interesting in the Peninsula? But the book is as well just what the title indicates, namely, an account of the author's efforts, sometimes successful, sometimes the reverse—

to distribute the Scriptures throughout the country as an agent of the British and Foreign Bible Society.

106. John Horne Tooke, who abandoned the clerical profession for politics, was the author of a stimulating book on byways in grammar and etymology. He correctly described the purport of its contents under the curious Greek title *Epea Pteroenta* (Winged Words), but the book is always quoted under the sub-title of *The Diversions of Purley*, which does not convey much till we learn that the composition of the book afforded him a series of diversions from other toil, during his residence at Purley in Surrey.

107. The volume of collected essays by Walter Pater, published after his death, was entitled *Appreciations : with an Essay on Style* (1895). The *Essay on Style*, though mentioned last in the title, comes first in the book, and the subject with which it deals is obvious. The difficulty begins and ends with *Appreciations*. The word taken by itself does not denote a subject, but a class (Literature-Criticism). It needs inspection of the contents to see that *Appreciations* consists of literary estimates of Wordsworth, Coleridge, Sir Thomas Browne, and others ; these writers' names, then, supply the required subject-entries. The book concludes with a "Postscript," which on inspection is found to be an essay dealing with the differences between Classicism and Romanticism.

108. When a title fully explains the subject of which the book treats, the course is clear. There are such a very large number of subjects which can be expressed by one word only, that it would be waste of time and space to recall instances. They will occur to every one.

109. But a difficulty arises when authors differ in the use of the terms they employ, to express the same

thing. Two very familiar instances of this are seen in the popular term "Birds" and the scientific expression "Ornithology"; the well-known word "Insects" and the less-understood phrase "Entomology." Of course "Ornithology" and "Entomology" in the scientific acceptation cover a wider ground than "Birds" and "Insects," though for all practical purposes the respective terms are synonymous. In a popular library, therefore, the easier understood term should be selected for the subject-heading, with a cross-reference to the scientific expression.

110. Sometimes old and time-honoured subject-names are replaced by new terms. "Economics" has been substituted for "Political Economy," and "Physics" for "Natural Philosophy." All books dealing with the respective subjects should be entered under the new names "Economics" and "Physics," irrespective of date of publication and of the names used in the title page. This arrangement is on the assumption that a subject-catalogue is being compiled for the first time. If, however, the subject-catalogue dates from a period when the terms "Political Economy" and "Natural Philosophy" were in current use, it may be convenient to leave the older books grouped under those subject-names, with, of course, cross-references to "Economics" and "Physics" for the later literature; though such an arrangement is unusual, as anything in the nature of synonymous headings is better avoided.

111. A list of titles, preceded by the author's names, with the subject-entries in parallel columns, appears at the end of this chapter (see p. 86). The books are absolutely unclassified, and are arranged alphabetically under the authors' names. This is in accordance with the usual practice in current subject-cataloguing.

The accessions may, as here, consist of books relating to any number of subjects, and the subject-cataloguer, or indexer, may be required to deal with them exactly as they come. If time is an object, the need of speed of execution will entail a certain amount of rapid thinking and the exercise of keen intelligence. On the other hand, it may equally happen that batches of books on any one subject are handed over for subject-entry. In this case the task of the subject-indexer is comparatively easy, only it must be remembered, as already related, that synonymous words are sometimes used to express the same thing, and that the subject-entry must be in one, not in two or possibly more, places.

112. Frequently the author-cataloguer does the subject-indexing as well; and if he understands the latter branch of the work thoroughly, much time is saved.

Single, Double or Multiple Subject-Entry.

113. As above stated, a large proportion of books are written upon a single subject, and therefore need only one subject-entry. But, as already pointed out, it is important that the entry should be under the same name when there are several books dealing with one and the same subject, even when different words are used to express it.

114. There are, however, quite a large number of books for which two or more subject-entries are necessary. The more technical and the more abstruse the work, the more likely is this complexity of subject matter to occur. Occasionally the book deals with as many as three subjects, more frequently with two, and sometimes with one or more in relation to another

or others. This will be better explained by the quotation of two titles, also given in the list to follow.

(1) HUME (Ralph Ernest). The world's living religions; an historical sketch, with especial references to their sacred Scriptures, and in comparison with Christianity. 1924.

The subject-entries required are (*a*) *Religions* (comparative); (*b*) *Scriptures*, sacred and comparative.

(2) HUISINGER (J). The waning of the Middle Ages: a study of life, form and art in France and the Netherlands in the fourteenth and fifteenth centuries. 1924.

Three principal subject-entries are required, one of time (*a*) MIDDLE AGES, and two of place, (*b*) FRANCE and (*c*) NETHERLANDS.

(C) *Arrangement of Subject-Entries.*

115. The sub-headings should be placed alphabetically, and beneath each of these the titles referring to them—author's name first—then the title-entry, abbreviated, if space has to be saved; in full if this saving need not be considered. At the end of the title it should be stated whether the book has illustrations and whether it contains lists of references or a bibliography. This is most important in the case of scientific, technical or historical works.

116. The arrangement of titles of the books under each sub-heading must vary. If the collection of books is general—that is, inclusive of several classes of literature, as in the British Museum or London Library or any great municipal library—the books may be placed alphabetically under the authors' names. But in the subject-catalogues of special libraries—scientific, technical and medical—where the student or researcher wants to ascertain the latest books on his subject, the

titles should be arranged chronologically. And even in the subject-catalogues of general libraries, works on history are best arranged in order of date.

117. In scientific, and especially medical libraries, there are a large number of pamphlets containing reprints of papers from journals. If space allows, it is a good plan to state the number of pages each publication dealing with a particular subject contains, as this will enable the consultant of the subject-catalogue at a glance to distinguish pamphlets from manuals and text-books.

Printed Subject-Catalogues

118. A large number of libraries do not print their subject-catalogues, for supposing this to be done, no sooner is the catalogue passed through the press and issued to the users of the library, than it at once begins to get out of date. Hundreds of books may have been placed upon the shelves during the interval elapsing between the date of sending the MS. to the printer and the final issue of the catalogue from the press. Therefore, in the case of scientific and technical libraries, it is desirable, if possible, to keep the entries on cards,* as books of this kind—with, of course, some special exceptions—are superseded so rapidly, and even become obsolete.

119. Printed subject-catalogues are, therefore, only likely to be of value in the case of libraries of general literature in which a fair proportion of the books possess a permanent importance and interest. Many municipal libraries have classified catalogues, and issue their accessions in the form of printed class lists.

* The chapter on "The Card Indexing System" (see p. 245) should here be referred to.

Others possess dictionary catalogues, and these, when printed with their subject-entries in them, are excellent guides to knowledge of the contents of the library. Of purely subject-catalogues there are two principal models available, namely, the *Subject-Index of the Modern Works added to the Library of the British Museum* and the *Subject-Index of the London Library.*

120. The first of these, issued in periodical supplements, containing as it does the titles at least of most books deposited by Copyright, and in addition a very large number of American and Continental publications, is an excellent guide to modern literature generally, and if one looks for information under a large number of specific subject-headings, the object of search is generally available. But to this rule there are numerous exceptions, and the entry, instead of being under the specific subject, is made under the class. Only an example or two can be given of this. Under the heading "*Masonry,*" the reference is to "*Stone.*" For books on the *Theatre* one is referred to *Drama,* and the literature relating to "*Communism*" (a most distinctly specific subject) is to be found under "*Socialism.*" Mr. Quinn, in his book on "Library Cataloguing," * has called special attention to the difficulty of finding books relating to the various aspects of "Law" in the *British Museum Subject-Index.*

The *Subject-Index of the London Library* is arranged on a system that is at once concise and exhaustive. Under each subject the titles of the books relating to it are entered. To save space, these titles are much abbreviated, but are at the same time quite recognisable. The principle of entry of a subject

* *Library Cataloguing,* 1913, p. 28.

under a definitely chosen word is fully observed, and although in some instances the alphabetico-classed method of entry is adopted (for an example of this see GENEALOGY, and in the new edition of the *Subject-Index*, EUROPEAN WAR, where the whole literature of the war is grouped together), the practice of specific entry is generally maintained. The arrangement of sub-headings under the names of countries is a model of method, and the necessary cross-references are given in the fullest detail. A good example of the dictionary-catalogue combining authors and subjects in one alphabet is that of the general literature in the Lending Department of the Chelsea Public Library, published in 1928.

Reference should also be made to the valuable *Subject-Index of Books Published before* 1880, by Mr. R. A. Peddie. It is compiled on similar lines to the British Museum Index, and it contains about 50,000 titles, accompanied by 2,000 subject-headings. Although the total number of books here catalogued and indexed is small in comparison with those issued from the time of the invention of printing up to, and including, the year 1879, it is large in proportion to the number of books published on special subjects.*

BRIEF LIST OF BOOKS WITH SUBJECT ENTRY.

Author.	*Subject.*
APTHORP, W. F. The Opera, Past and Present, 1901.	OPERA. Apthorp, W. F. The Opera Past and Present. 1901.
BALDWIN, Rt. Hon. Stanley, M.P. Peace and Goodwill. Three Speeches, 1925.	INDUSTRIAL PEACE. Baldwin, Rt. Hon. Stanley, M.P. Peace and Goodwill. 1925.

* The British Musem *Subject Index* includes books published from 1880 onwards.

Author.

BESANT, Sir Walter.
London in the Time of the Stuarts. *Illustrations*, 1903.

CROSTON, James, F.S.A.
Historic Sites of Lancashire and Cheshire. Notes, historical, legendary, genealogical and descriptive. *Illustrations*, 1883.

BLUM, André S.
A short history of art from prehistoric times to the present day. Translated from the French of André S. Blum. Edited by P. P. Tatlock, 1926.

CURRY, John.
History of Bristol, civil and ecclesiastical, including biographical notices of eminent and distinguished natives. 2 vols. *Full page and other engravings*, 1816.

DALY, W. H.
The Concert-goer. A handbook of the orchestra and orchestral music, 1905.

DOBSON, E.
Rudiments of the art of building, 1905.

FORTESCUE, Hon. John W.
My native Devon, 1924.

GIBSON, C. R.
Wireless (Rambles in Science). *Illustrations*, 1925.

GLOTZ, Gustave.
Ancient Greece at Work. An economic history of Greece from the Homeric period to the Roman Conquest. *Illustrations*, 1926.

Subject.

LONDON, History of.
The 17th and 18th centuries: Besant, Sir Walter. London in the Time of the Stuarts. 1903.

CHESHIRE, History of.
Croston, James, F.S.A. Historic Sites of Lancashire and Cheshire. Notes, historical, legendary, genealogical and descriptive. *Illustrations*. 1883.

LANCASHIRE, History of.
Croston, James, F.S.A. Historic Sites of Lancashire and Cheshire (etc.). 1883.

ART, History of.
Blum, André S. A short history of art, from prehistoric times to the present day. 1926.

BRISTOL, History of.
Curry, John. History of Bristol, civil and ecclesiastical, including biographical notices of eminent and distinguished natives. 1816. *Full page and other engravings.*

ORCHESTRA.
Daly, W. H. The concert-goer: a handbook of the orchestra and orchestral music. 1905.

BUILDING.
Dobson, E. Rudiments of the art of building. 1905.

ARCHITECTURE. See also BUILDING.

DEVONSHIRE, History. Social.
Fortescue, Hon. John W. My Native Devon. 1924.

WIRELESS.
Gibson, C. R. Wireless. *Illustrations*. 1925.

RADIO-BROADCASTING. See also WIRELESS.

GREECE, Ancient.
History, Economics. Glotz, Gustave. Ancient Greece at Work. *Illustrations*, 1926.

Author.

GORST, H. E.
The Course of Education, 1901.

GREEN, John Richard.
A Short History of the English People, 1881.

HAMILTON, Godfrey Heathcote.
Queen Square, its neighbourhood and its institutions. By Godfrey Heathcote Hamilton, Secretary, National Hospital, Queen Square. 1926.

JONES, B. E.
Loud Speaker Crystal Sets: a practical handbook on building the most efficient crystal sets, with a section explaining the A. W. Crystal loud speaker system. *Illustrations.* 1925.

LODGE, Sir Oliver.
Talks about wireless; with some pioneering history, and some hints and calculations for wireless amateurs. *Illustrations.* 1925.

LYSONS, D. and S.
History of Bedfordshire. *Map and engravings.* 1806.

MASTED, H. R.
Through Brittany in a Motor-car. 1905.

MUNDY, R.
A Primer of Biology and Nature Study. 1904.

MURRY, John Middleton.
Countries of the Mind: Essays in Literary Criticism. 1925.

Subject.

EDUCATION, General History.
Gorst, H. E. The Course of Education. 1901.

ENGLAND, History of.
Social. Green, John Richard. A Short History of the English People. 1881.

QUEEN SQUARE, London, W.C.
Hamilton, G. H. Queen Square; its neighbourhood and its institutions. 1926.

LONDON, History. Social. See also QUEEN SQUARE.

CRYSTAL SETS.
Jones, B. E. Loud-speaker Crystal Sets. A practical handbook on building the most efficient crystal sets, with a section explaining the loud-speaker crystal system. *Illustrations.* 1925.

WIRELESS. See also CRYSTAL SETS.

WIRELESS.
Lodge, Sir Oliver. Talks about wireless, with some pioneering history and some hints and calculations for wireless amateurs. *Illustrations.* 1925.

RADIO-BROADCASTING. See also WIRELESS.

BEDFORDSHIRE, History of.
Lysons, D. and S. History of Bedfordshire. *Map and Engravings.* 1806.

BRITTANY.
Masted, H. R. Through Brittany in a Motor-car. 1905.

BIOLOGY. Elementary.
Mundy, R. A Primer of Biology and Nature Study. 1905.

NATURE STUDY.
Mundy, R. A Primer of Biology and Nature Study. 1905.

CRITICISM.
Murry, John Middleton. Countries of the mind. Essays in literary criticism. 1925.

Author.

ORMSBY, H.
London on the Thames : a study of the natural conditions that influence the birth and growth of a great city. 1924.

PATER, Walter Horatio.
Appreciations ; with an essay on style. 1895.
Contents : Style—Wordsworth, Coleridge—Charles Lamb, Sir Thomas Browne—*Love's Labour Lost, Measure for Measure,* Shakespeare's English Kings—Dante Gabriel Rossetti—Feuillet's *La Morte*—Postscript (Explanation of Classicism and Romanticism in Literature).

REGNAUD, P.
L'origine des idées éclairée par la science du langage. 1905.

ROBACK, A. A.
The Psychology of Character, with a Survey of Temperament. 1927.

Subject.

LONDON, History of.
Ormsby, H. London on the Thames : a study of the natural conditions that influence the birth and growth of a great city. 1924.

STYLE, Literary, principles of :
Pater, Walter Horatio, Appreciations, 1895.

WORDSWORTH, William.
Literary estimate of.
Pater, Walter Horatio, Appreciations, 1895.

COLERIDGE, Samuel.
Taylor, Literary estimate of (repeat author entry after this and subsequent subject entries).

LAMB, Charles.
Literary estimate of.

BROWNE, Sir Thomas.
Literary estimate of.
Love's Labour Lost. (Shakespeare) literary estimate of.
Measure for Measure (Shakespeare) literary estimate of.
English Kings : Characters of, as portrayed in Plays of Shakespeare.

ROSSETTI, Dante Gabriel.
Literary estimate of.

La Morte (Octave Feuillet).
literary estimate of.

CLASSICISM in literature, explanation of.

ROMANTICISM in literature, explanation of.

LANGUAGE, General : History.
Regnaud, P. L'origine des idées éclairée par la science de langage. 1905.

PSYCHOLOGY, of character.
Roback, A. A. The Psychology of Character with a Survey of Temperament. 1927.

CHARACTER, Psychology of.
(Repeat title).

TEMPERAMENT.
(Repeat title).

Author.

SUGDEN, A. V. and EDMONDSON, J. L.
A history of English Wallpaper. 70 plates in colour and 190 illustrations in half-tone. 1926.

TRENCH, R. C. (Abp. of Dublin).
The Study of Words. 1878.

WARD, Humphry.
History of the Athenæum. (1814–1925) *with portraits and illustrations*. 1926.

WILLIAM, C. F. A.
The Story of Notation. 1903.

Subject.

WALLPAPER, English.
Sugden, A. V., and Edmondson, J. L. A History of English Wallpaper. 70 *plates in colour*, and 190 *illustrations in half-tone*. 1926.

WORDS, English.
Trench, R. C. (Apb. of Dublin). The Study of Words. 1878.

ATHENÆUM CLUB.
Ward, Humphry. History of the Athenæum (1814–1925). *Portraits and illustrations*. 1926.

CLUBS. See also ATHENÆUM CLUB.

LONDON, Clubs of.
See also ATHENÆUM CLUB.

MUSIC. Notation of.
Williams, C. F. A. The Story of Notation. 1903.

NOTATION. See MUSIC, Notation of.

CHAPTER VI

Indexing of Books

121. In discussing methods of indexing the contents of journals, it was pointed that, granting the nature of a single communication is sufficiently shown by its title, it is only necessary to examine that title and select from it such subject-headings for entry as succinctly denote its scope. We have seen, however, that the title alone cannot always be assumed to indicate the true subject of a paper, and that to make sure of this subject it is not only safer, but generally imperative, to scan the contents of the article itself.*

122. But book-indexing requires more than this, for every paragraph demands inspection. Indeed, it has wisely been recommended that the book to be indexed should be read through, so as to get a complete idea of its contents.† This inspection should lead us to determine what facts are essential for indexing and what are not; what are the really important expressions of opinion by the author; what allusions to places or individuals will be of value for entry or which of them may with safety be omitted. No absolute law of uniformity can be laid down, but the best principle to act upon will be Mr. Cutter's division of catalogues and indexes into "long" and "medium." The "short" style in book-indexing should be employed very sparingly.

* See also Chapter V., p. 79.

† Kaiser (J.). *Systematic Indexing*, 1911, par. 592.

123. The indexing of the contents of books, therefore, represents the highest stage of practice in the work. Its execution should only be entrusted to those gifted with powers of discrimination, and not be put into the hands of those deficient in this faculty.

124. The essential point in indexing consists in an answer to the question, "Under what subject-headings are the readers of a book likely to look for information?" The entries should be liberal, but not superabundant. An index should give just as much information as is needed, and no more. It should not be an abstract or digest of the contents of the book. A properly written book-review leads up to the central point of interest in the story or treatise, and there breaks off, both in narrative and comment, leaving the reader so interested that he cannot rest till he sees the book for himself. In the same way, a skilfully-made index will lead on those who consult it to seek in the book itself that further information to which it points. For example: (1) in the index to a school history of England, under the name of HENRY VIII, there will be, amongst other sub-headings, the following:

HENRY VIII
- character
- councillors
- policy
- wives

There is no need for qualification of, or addition to, those sub-headings. The reader can refer to the book and find out: (1) what Henry VIII's character was; (2) who were his councillors; (3) what was his policy; and (4) who were his wives.

(2) In a year-book or reference-book of general

information there will be articles on various countries and territories, of which Italy may be taken as an example :

ITALY
agriculture
cities and towns
climate
history
kingdom
when founded
mountains
rivers, etc., etc.

Of course the sub-headings given are only a few out of many possible, but they are specially selected to illustrate the particular point above mentioned, that an index should do what its name signifies, that is, point to information and give directions how to obtain it.

125. It is quite understood, however, that to this good rule there must be exceptions. It is sometimes difficult to avoid detailed entry in indexing historical works and, above all, statistical treatises. It should also be noted that the wishes of those authors who want an alphabetically arranged digest or abstract at the end of their books instead of an index have sometimes, unfortunately, to be respected.

126. These preliminary remarks may suitably be summarised by a quotation from another writer :

> " The index, unlike the *text*, is not read. *It is referred to*, and only those catch-words needed are read at any one time. Hence every word which will aid in directing the reader to the subject he seeks should appear in the index. To determine what are such words the compiler should frequently ask

himself: 'If I *myself* needed information on this subject, what are the words, or sub-subjects, under which *I myself* should be likely to look for it in another man's work?' This point of view will often assist him in covering the needs of the 'other man' who will use *his* work." *

127. As an illustration of the method proposed, the following extract from Mr. Walter Pater's *Essay on Style* is given. The entries here assume the form of a running commentary in columns parallel with that of the text itself. This is to be considered as an example of "full" indexing.

STYLE.

128. Since all progress of mind consists for the most part in differentiation, in the resolution of an obscure and complex object into its component aspects, it is surely the stupidest of losses to confuse things which right reason has put asunder, to lose the sense of achieved distinctions, the distinction between poetry and prose, for instance, or, to speak more exactly, between the laws and characteristic excellences of verse and prose composition. On the other hand, those who have dwelt most emphatically on the distinction between prose and verse, prose and poetry, may sometimes have

Poetry and prose, distinction between not to be lost sight of.

Prose and poetry, distinction between not to be lost sight of.

* Mellish (Maud). *The Writing of Medical Papers*, 1922, p. 114.

been tempted to limit the proper functions of prose too narrowly; and this again is at least false economy, as being, in effect, the renunciation of a certain means or faculty, in a world where after all we must needs make the most of things. Critical efforts to limit art *a priori* by anticipations regarding the natural incapacity of the material with which this or that artist works, as the sculptor with solid form, or the prose-writer with the ordinary language of men, are always liable to be discredited by the facts of artistic production; and while prose is actually found to be a coloured thing with Bacon, picturesque with Livy and Carlyle, musical with Cicero and Newman, mystical and intimate with Plato and Michelet and Sir Thomas Browne, exalted or florid, it may be, with Milton and Taylor, it will be useless to protest that it can be nothing at all, except something very tamely and narrowly confined to mainly practical ends—a kind of "good round-hand"; as useless as the protest that poetry might not touch prosaic subjects as such with Wordsworth, or an abstruse matter as with Browning, or treat contemporary life nobly as

Prose,
functions must not be limited too narrowly.

Prose,
style of
Bacon.
Browne, Sir
Carlyle.
Cicero.
Livy.
Michelet.
Milton.
Newman.
Plato.
Taylor.

Bacon, prose style, nature of.
Browne, Sir Thomas, prose style, nature of.
Carlyle, Thomas, prose style, nature of.
Cicero, M. Tullius, prose style, nature of.
Livy, prose style, nature of.
Michelet, prose style, nature of.
Milton, prose style, nature of.
Newman, Cardinal, prose style, nature of.
Plato, prose style, nature of.
Taylor, Jeremy, prose style, nature of.

Poetry,
functions
extended to treatment of abstruse matter (Browning).

with Tennyson. In subordination to one essential beauty in all good literary style, in all literature as a fine art, as there are many beauties of poetry so the beauties of prose are many, and it is the business of criticism to estimate them as such ; as it is good in the criticism of verse to look for those hard, logical and quasi-prosaic excellences which that, too, has or needs. To find in the poem, amid the flowers, the allusions, the mixed perspectives, of *Lycidas*, for instance, the thought, the logical structure, how wholesome ! how delightful ! as to identify in prose what we call the poetry, the imaginative power, not treating it as out of place and a kind of vagrant intruder, but by way of estimate of its rights, that is of its achieved powers there.

Dryden, with the characteristic instinct of his age, loved to emphasise the distinction between poetry and prose, the protest against their confusion with each other coming with somewhat diminished effect, from one whose poetry was so prosaic. In truth his sense of prosaic excellence affected his verse rather than his prose, which is not only fervid, richly figured, poetic,

Abstruse matter treated in poetry of Browning.
Contemporary life treated in poetry of Tennyson.
Prosaic subjects treated in poetry of Wordsworth.
Browning, Robert, poetry of, matter dealt with in.
Tennyson, Lord, poems of, subject dealt with in.
Wordsworth, William, poems of, subjects dealt with in
Prose, beauties to be estimated as many.
Poetry, logical and quasi-prosaic excellences of.
See also *Lycidas*.

Lycidas, logical structure in.
Prose, poetry, not an intruder in.
Poetry, characteristics imparted to prose.

Dryden, distinctions between poetry and prose, emphasised by.
Poetry and prose. distinctions between emphasised by Dryden.
Prose and poetry, distinctions between emphasised by Dryden.
Dryden, prose style of, defect in.
Prose, style of Dryden, how affected in.
Correctness, humble merit of prose.
Prose, correctness, humble merit of.

as we say, but vitiated, all unconsciously, by many a scanning line. Setting up correctness, that humble merit of prose, as the central literary excellence, he is really a less correct writer than he may seem, still with an imperfect mastery of the relative pronoun. It might have been foreseen that, in the rotations of mind, the province of poetry in prose would find its assertor; and, a century after Dryden, amid very different intellectual needs, and with the need therefore of great modification in literary form, the range of the poetic force in literature was effectively enlarged by Wordsworth. The true distinction between prose and poetry he regarded as the almost technical or accidental one of the absence or presence of metrical beauty, or, say! metrical restraint; and for him the opposition came to be between verse and prose of course; but as the essential dichotomy in this matter, between imaginative and unimaginative writing, parallel to De Quincey's distinction between "the literature of power and the literature of knowledge," in the former of which the composer gives us not fact, but his peculiar

Dryden,
mistaken view regarding correctness in relation to prose.
Wordsworth,
poetic force in literature enlarged by.
Literature,
poetic force in, enlarged by Wordsworth.
Poetry,
force in literature, by whom effectively enlarged.
Poetry and prose,
distinction between as defined by Wordsworth.
Prose and poetry,
distinction between as defined by Wordsworth.
Wordsworth, William,
true distinction between poetry and prose as defined by.
De Quincey,
distinction between the literature of power and the literature of knowledge made by.
Power,
literature of, what is presented by.
Knowledge,
literature of, what is presented by.
Sense of fact,
distinguished from fact.
Fact, distinguished from sense of fact.
Literature of power, what is presented by.
Literature of knowledge, what is presented by.

sense of fact, whether past or present.

129. Having completed our entries, the next thing to do is to arrange them alphabetically, in the following manner :

ABSTRUSE MATTER
Treated in poetry of Browning.
BACON (Francis, Lord)
Prose style.
BROWNE, Sir Thomas
Prose style.
BROWNING, Robert
Poetry of, matter dealt with in.
CARLYLE, Thomas
Prose style of.
CICERO, M. Tullius
Prose style of.
CONTEMPORARY LIFE
Treated in poetry of Tennyson.
CORRECTNESS
Humble merit of prose.
DE QUINCEY, Thomas
Distinction between literature of power and literature of knowledge, made by.
DRYDEN, John
Distinction between poetry and prose, emphasised by.
Mistaken view regarding correctness in relation to prose.
Prose style of, how affected.
FACT
Distinguished from sense of fact.
KNOWLEDGE
Literature of, what is presented by.

LITERATURE
Of knowledge, what is presented by.
Of power, what is presented by.
Poetic force in, enlarged by Wordsworth.
LIVY
Prose style.
"LYCIDAS"
Logical structure in.
MICHELET
Prose style.
MILTON, John
Prose style.
NEWMAN, Cardinal
Prose style.
PLATO
Prose style.
POETRY
Characteristics imparted to prose.
Distinction between poetry and prose not to be lost sight of.
Force in literature, by whom effectively enlarged.
Functions extended to treatment of
Abstract matter (Browning).
Contemporary life (Tennyson).
Prosaic subjects (Wordsworth).
Logical and quasi-prosaic excellences.
PROSAIC SUBJECTS
Treated in poetry of Wordsworth.
PROSE
Distinction between poetry and prose not to be lost sight of.
Beauties to be estimated as many.
Characteristics of poetry imparted to.
Correctness, humble merit of.

PROSE (*continued*)
Functions not be limited too narrowly.
Poetry or imaginative power not an intruder in.
Style of
Bacon.
Browne, Sir T.
Carlyle.
Cicero.
Dryden.
Livy.
Michelet.
Milton.
Newman.
Plato.
Taylor, Jeremy.
SENSE OF FACT
Distinguished from fact.
TAYLOR, Jeremy
Prose style.
TENNYSON, LORD
Contemporary life treated in poems of.
VERSE
Of Dryden, how affected.
WORDSWORTH, William
Poetic force in literature enlarged by.
Prosaic subjects touched on, in poems of.
View of metrical beauty taken by.

Remarks.

130. The object of the foregoing example of indexing has been that of giving a practical demonstration how to select subject-headings and how to arrange their sub-entries. The original page-references have not been affixed; besides, the method of quotation of the

passage indexed would have made this difficult. In practice, however, the page-references or numbered sections must be most accurately given, and time spent checking them will not be wasted. It should be stated distinctly at the head of the index whether the references are to pages, or sections. Where numbered sections occur, the numbers of the sections should invariably be the references given, unless there are instructions to the contrary, when, of course, the pagination must be employed. The general adoption of numbered paragraphs has been recommended by one writer.* In books of a technical nature this is quite desirable, but not so in publications of a strictly literary character. When this is not possible it may be found desirable to imitate the *Encyclopædia Britannica* and (in the case of works with large pages) specify the position by the use of italic letters, *a* standing for the first quarter page, and so on.

131. It is most important that when the name of an author or authority appears as a heading, the fact about him, the opinion he held, or the statement for which he was responsible—any one of which may be given in the text—should follow his name in brief in the index. Names with page-references only following are of little service. (See also Section 34.)

132. Only one passage of the essay has been indexed, but that selected is connected and comprehensive. It may be doubted whether in practice it will be found possible to make so large a number of entries over so comparatively small an amount of text, but indexing in detail is sometimes a necessity. The whole essay is on the subject of " Style," therefore the subject-heading

* Kaiser (J.). *Systematic Indexing*, 1911, par. 586–588.

"Style" has been excluded, but everything *about* it has been carefully included.

133. As a further example, the following may be given as showing how, from unsuspected material, most important information may be made accessible by means of an adequate index. The passage selected is taken from Kingsley's essay "The Fens," which is now included in his volume of *Prose Idylls*.*

To do that rightly and describe how the Fen came to be, one must go back, it seems to me, to an age before all history; an age which cannot be measured by years or centuries; an age shrouded in mystery, and to be spoken of only in guesses. To assert anything positively concerning that age or ages would be to show the rashness of ignorance. "I think that I believe," "I have good reason to suspect," "I seem to see," are the strongest forms of speech which ought to be used over a matter so vast, and as yet so little elaborated.

"I seem to see," then, an epoch after those strata were laid down with which geology generally deals; after the Kimmeridge clay, Oxford clay and Gault clay, which form the impervious bedding of the Fens with their intermediate beds of coral rag and green sand,

* *Prose Idylls, New and Old*, 8vo. London, 1889, p. 92, *et seq.*

had been deposited; after the chalk had been laid on the top of them, at the bottom of some ancient ocean; after (and what a gulf of time is implied in that last "after"!) the boulder clay (coeval with the "till" of Scotland) had been spread out in the "age of ice" on the top of all; after the whole had been upheaved out of the sea, and stood about the same level as it stands now: but before the great valley of the Cam had been scooped out and the strata were still continuous, some 200 feet above Cambridge and its colleges, from the top of the Gog-magogs to the top of Madingley Rise.

Geological era of origin of Fens

In those ages, while the valleys of the Cam, the Ouse, the Nene and the Welland, the Glen and the Witham, were sawing themselves out by no violent convulsions, but simply, as I believe, by the same slow action of rain and rivers by which they are sawing backward into the land even now, I "seem to see" a time when the Straits of Dover did not exist—a time when a great part of the German Ocean was dry land. Through it, into a great estuary between North Britain and Norway, flowed to-

Great Britain, former continuity with Continental Europe.
Europe (Continental), former continuity with Great Britain.
German Ocean, former state of area now covered by.
North Britain and Norway, Estuary between, former rivers received by.
Norway and North Britain, Estuary between, former rivers received by.
Europe (North-eastern), rivers of, course formerly taken by.

gether all the rivers of North eastern Europe—Elbe, Weser, Rhine, Scheldt, Seine, Thames, and all the rivers of East England as far north as the Humber.

And if a reason be required for so daring a theory, first started, if I recollect right, by the late lamented Edward Forbes, a sufficient one may be found in one look over a bridge, in any river of the East of England. There we see various species of *Cyprenidæ*, "rough" or "white" fish, roach, dace, chub, bream and so forth, and with them their natural attendant and devourer, the pike.

Now these fish belong almost exclusively to the same system of rivers—those of North-east Europe. They attain their highest development in the great lakes of Sweden. Westward of the Straits of Dover they are not indigenous. They may be found in the streams of South and Western England, but in every case, I believe, they have been introduced either by birds or men. From some now submerged "centre of creation" (to use poor Edward Forbes's formula), they must have spread into the rivers where they are now found; and spread by fresh water,

Rivers,
of Europe (North-eastern) See *Europe* (North-eastern), Rivers of.
Forbes, Edward, theory of former continuity of Great Britain with continental Europe probably originated by.
Fish, "Rough" or "White." See *Cyprenidæ*.
Cyprenidæ,
being indigenous to rivers of East of England and North-eastern Europe, proof of former continuity of Great Britain with continental Europe.
Great Britain,
former continuity with continental Europe; proofs of the theory.
Europe (Continental), former continuity with Great Britain.
proofs of the theory.
England (East of), Rivers.
Cyprenidæ indigenous to.
Europe (North-eastern) Rivers.
Cyprenidæ indigenous to.
Rivers of England (East). See *England* (East) Rivers of.
Rivers of Europe (North-eastern). See *Europe* (North-eastern) Rivers of.
Burbot,
how affording proof of theory of continuity of Great Britain with Central Europe.
Eel-pout. See *Burbot*.
Molva lota. See *Burbot*.
England (East)
Rivers.
Burbot indigenous to
Europe (North-eastern)
Rivers.
Burbot indigenous to.

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and not by salt, which would destroy them in a single tide.

Again, there lingers in the Cam, and a few other rivers of North-eastern Europe that curious fish, the eel-pout or "burbot" (*Molva lota*). Now, he is utterly distinct from any other fresh-water fish of Europe. His nearest ally is the ling (*Molva vulgaris*), a deep-sea fish, even as his ancestors have been. Originally a deep-sea form, he has found his way up the rivers even to Cambridge, and there remains. The rivers by which he came up, the land through which he passed, ages and ages since, have all been swept away; and he has never found his way back to his native salt water, but lives on in a strange land, degraded in form, dwindling in numbers, and now fast dying out. This explanation may seem strange; but it is the only one which I can offer to explain the fact—which itself is much more strange—of the burbot being found in the Fen rivers.

Another proof may be found in the presence of the edible frog of the Continent at Foulmire, on the edge of the Cambridge Fens. It is a moot point still with some whether he was not put there by

Frog (edible)
how affording proof of continuity of Great Britain with Continental Europe.
Foulmire (Cambridge Fens) edible frog possibly indigenous at.
Cambridge District (Fens of) See *Foulmire*.

man. It is a still stronger argument against his being indigenous that he is never mentioned as an article of food by the mediæval monks, who would have known—Frenchmen, Italians, Germans, as many of them were—that he is as dainty as ever was a spring chicken. But if he be indigenous, his presence proves that once he could either hop across the Straits of Dover, or swim across the German Ocean.

But there can be no doubt of the next proof—the presence in the Fens (where he is now probably extinct) and in certain spots in East Anglia, which I shall take care not to mention, of the exquisite little bird, the bearded tit (*Calamophilus biarmicus*). Tit he is none; rather it is said, a finch, but connected with no other English bird. His central home is in the marshes of Russia and Prussia; his food the molluscs which swarm among the reed-beds where he builds; and feeding on those from reed-bed to reed-bed, all across what was once the German Ocean, has come the beautiful little bird, with long tail, orange tawny plumage and black moustache, which might

Tit (Bearded)
how affording proof of former continuity of Great Britain with Continental Europe.
Calamophilus biarmicus.
See Tit (Bearded).
Tit (Bearded)
tribes of birds to which belonging.
Finch tribe,
Bearded Tit a member of.
England (East),
Marshes of,
Bearded Tit indigenous to.
Russia,
Marshes of,
Bearded Tit indigenous to.
Prussia,
Marshes of,
Bearded Tit indigenous to.

have been seen, forty years ago, in hundreds on every reed-road of the Fens.

One more proof—for it is the heaping up of facts, each minute by itself, which issues often in a sound and great result. In draining Wretham Mere, in Norfolk, not so very far from the Fens, in the year 1856, there were found embedded in the peat moss (which is not the Scotch and Western Highland *Sphagnum palustre*, but an altogether different moss, *Hypnum fluitans*), remains of an ancient lake-dwelling supported on piles. A dwelling like those which have lately attracted so much notice in the lakes of Switzerland, like those which the Dyaks make about the ports and rivers of Borneo; dwellings invented, it seems to me, to enable the inhabitants to escape not wild beasts only, but malaria and night frosts; and perched above the cold and poisonous fogs, to sleep, if not high and dry, at least high and healthy.

Wretham Mere,
Lake-dwelling found embedded in peat moss of.
Lake-dwelling,
found embedded in peat-moss of Wretham Mere.
Moss; See *Peat-Moss*.
Peat-moss
of Wretham Mere.
Lake dwelling found embedded in.
Peat-moss
of Wretham Mere, species of moss from which derived
Hypnum fluitans,
origin of peat-moss of Wretham Mere.
Lake-dwellings,
purpose of.

In the bottom of this mere were found two shells of the fresh-water tortoise, *Emys lutaria*, till then unknown in England.

Wretham Mere,
Discovery at, affording proof of former continuity of Great Britain with Continental Europe.

These little animals, who may be

seen in hundreds in the meres of Eastern Europe, sunning their backs on the fallen logs, and diving into the water at the sound of a footstep, are eaten largely in Continental capitals (as is their cousin the terrapin, *Emys picta*, in the Southern States). They may be bought at Paris, at fashionable restaurants. Thither they may have been sent from Vienna or Berlin; for in North France, Holland, and North-west Germany they are unknown. A few specimens have been found buried in peat in Sweden and Denmark, and there is a tale of a live one having been found in the extreme south part of Sweden some twenty years ago. In Sweden, then, as into England, the little fresh-water tortoise had wandered, as to an extreme limit, beyond which the change of climate, and probably of food, killed him off.

But the *Emys* which came to the Wretham bogs, must have had a long journey; and a journey by fresh-water, too. Down Elbe, or Weser, he must have floated, ice-packed, or swept away by flood, till somewhere off the Doggerbank, in that great network of rivers which is now open sea, he or his

Tortoise (Freshwater)
(*Emys lutaria*) Indigenous to meres of Eastern Europe.

Europe (Eastern)
Meres of
Fresh-water tortoise indigenous to.

Mere; See Europe (Eastern) Meres of; Wretham Mere.
Emys lutaria. See *Tortoise* (Freshwater).

Tortoise (Freshwater)
Geographical distribution.

Tortoise (Freshwater), extreme limits of habitat.

Denmark,
Extreme limit of habitat of freshwater tortoise.

Sweden,
Extreme limit of habitat of freshwater tortoise.

England (East),
Extreme limit of habitat of freshwater tortoise.
See also *Wretham Mere*.

Tortoise (Freshwater),
how affording proof of former continuity of Great Britain with Continental Europe.

Tortoise (Freshwater)
Probable course taken by, in transmigration from East Europe to East of England.

Europe (Eastern)
Transmigration of fresh-water tortoise from.

England (East)
Transmigration of fresh-water tortoise from Eastern Europe to.

Wretham Mere,
How the freshwater tortoise arrived at.

Wretham Mere
Why the freshwater tortoise became extinct at.

descendants turned up Ouse or Little Ouse, till they found a mere like their old Prussian one, and there founded a tiny colony, for a few generations, till they were eaten up by the savages of the table-dwelling, or died out as many a human family has died out—because they found the world too hard.

Tortoise (Freshwater)
Why extinct at Wretham Mere.

And lastly, my friend Mr. Brady, well-known to naturalists, has found that many forms of *Entomostraca* are common to the estuaries of the East of England, and to those of Holland.

Brady, A.
Discovery that many forms of *Entomostraca* are common to estuaries of East of England and of Holland.
Entomostraca,
Community of many forms to estuaries of East of England and of Holland.
Holland, Estuaries of, *Entomostraca* similar to those in estuaries of East of England found in.

It was thus necessary, in order to account for the presence of some of the common animals of the Fen, to go back to an epoch of great remoteness.

Estuaries.
See *England* (East) Estuaries. *Holland* Estuaries.
England (East)
Estuaries of, *Entomostraca* similar to those in estuaries of Holland found in.

Remarks.

134. In the first two or three paragraphs of the passage just quoted and indexed it will be noticed that the language is mainly picturesque, or illustrative, for the purpose of driving home to the reader the *fact* of the antiquity of the Fens ; the *proposition* that their date of geological origin cannot be fixed in terms of mere time ; and the *deduction* as to the geological era of their origin. These are the main points and alone require indexing, as it will be seen has been done.

135. Next is brought forward the theory that Great Britain was formerly united with Continental Europe

by way of the German Ocean, which was largely dry land or at least marshland. This theory the author supports by a number of proofs which, he claims, convert it into an actual historical fact. Here it is that the more laborious part of the indexing comes in; and it will be seen that from this point to the end of the passage entries are numerous save where mere allusion and picturesque writing are made an instrument to enforce a statement.

136. The subject-matter indexed is mainly geological, geographical, and zoological. The method or manner of indexing here employed calls for a few remarks. In the names of countries or continents the qualifying quarters of the compass (e.g. England, East) are inverted and not made the first word except where usage compels this as in the case of "Great Britain" "North Britain." * The names of authorities for facts or theories are also stated. With regard to the names of animals and plants, where possible the English terms have been selected for main entry, with cross-references to the scientific, as this is a popular, not a strictly scientific, communication. But in the case of "*Cyprenidæ*," which, it is explained, comprise "roach, dace, chub, bream, and so forth," the Latin name of the Order has been used, and the names of the individuals that comprise it disregarded. It may justly be objected that this is running counter to the essence of a subject-index or dictionary-catalogue, namely, specific as opposed to generic or more inclusive entry. But if the student or reader examines this part of the passage, he will see that the actual names of the fish

* In commercial as opposed to literary indexing the opposite plan is best adopted, that is, entry under the first word denoting direction, position, or size of a place (see Section 247).

are of little account, else why should they all be followed by the expression "and so forth"? The full entry has therefore been under "*Cyprenidæ*," with a cross-reference from "Fish" ("Rough" or "White"). This appears to meet the case sufficiently.

137. In the same way the definite scientific name "*Hypnum fluitans*" is given as a subject-heading instead of the vernacular designation—the whole point of the statement depending on the fact that it was a totally distinct genus (the floating moss of the ponds, not the bog-moss) that formed the peat moss of Wretham Mere.

138. I have made no entry under "Dyaks" and "Borneo." The sentence in which those words occur is only a statement of fact used as an illustration or allusion. The statement, again, that the freshwater tortoise may be bought at fashionable Paris restaurants is interesting, but not of sufficient importance in the argument to be worth indexing. The positive localities of the extreme limit of that reptile's geographical distribution *are* important, and entry of the fact under their names, "Denmark," "Sweden," and "England (East)" is carefully given.

139. The entries will now be found arranged alphabetically:

BRADY, A.
  Discovery by, that many forms of *Entomostraca* are common to the estuaries of the East of England and of Holland.

BURBOT
  How affording proof of theory of continuity of Great Britain with Central Europe.

Calamophilus biarmicus: See *Tit* (*Bearded*).

CAMBRIDGE District (Fens of) : See *Foulmire.*
Cyprenidæ
How affording proof of former continuity of Great Britain with Continental Europe.
DENMARK
Extreme limit of habitat of fresh water tortoise.
EEL-POUT : See *Burbot.*
Emys lutaria. See *Tortoise* (Fresh water).
ENGLAND (East) (Estuaries).
Extreme limit of habitat of fresh-water tortoise.
See also *Wretham Mere.*
(Marshes of) Bearded Tit indigenous to.
(Rivers) Burbot indigenous to.
Cyprenidæ indigenous to.
Transmigration of fresh water tortoise from Eastern Europe to.
Entomostraca
How affording proof of former continuity of Great Britain with Continental Europe.
ESTUARY
Between North Britain and Norway formerly receiving rivers of North-eastern Europe.
See also *England* (East) Estuaries. *Holland,* Estuaries.
EUROPE (Continental)
Former continuity with Great Britain, proofs of.
(Eastern)
Meres of : fresh water tortoise indigenous to.
Migration of fresh water tortoise from.
(North-eastern)
Rivers : Burbot indigenous to.
Course formerly taken by.
Cyprenidæ indigenous to.

FINCH Tribe
Bearded Tit a member of.
FISH (" Rough " or " White "). See *Cyprenidæ.*
FORBES, Edward
Probable originator of theory of former continuity of Great Britain with Continental Europe.
FROG (Edible)
Presence of at Foulmire, possible proof of continuity of Great Britain with Continental Europe.
FOULMIRE (Cambridge Fens)
Edible frog probably indigenous to.
GEOLOGICAL era of origin of Fens.
GERMAN Ocean former state of area now covered by.
GREAT BRITAIN
Former continuity with Continental Europe, proofs of theory.
HOLLAND (Estuaries)
Possessing many forms of *Entomostraca* similar to those found in estuaries of East of England.
Hypnum fluitans
Origin of peat-moss of Wretham Mere.
LAKE-DWELLING
Found embedded in peat-moss of Wretham Mere.
LAKE-DWELLINGS
Purpose of.
MERE. See *Europe* (Eastern) Meres of, *Wretham Mere.*
Molva lota. See *Burbot.*
MOSS. See *Peat-Moss.*
NORTH BRITAIN AND NORWAY
Estuary between, former rivers received by
NORWAY. See *North Britain.*

PEAT-MOSS
Of Wretham Mere derived from *Hypnum fluitans*, not *Sphagnum palustre*.
Of Wretham Mere ; lake-dwelling found embedded in.
PRUSSIA (Marshes of)
Bearded Tit indigenous to.
RIVERS of England (East). See *England* (East) Rivers of.
of Europe (North-eastern). See *Europe* (North-eastern, Rivers of).
RUSSIA (Marshes of)
Bearded Tit indigenous to.
Sphagnum palustre
Not the origin of the peat-moss of Wretham Mere.
SWEDEN
Extreme limit of habitat of fresh-water tortoise.
TIT (Bearded)
how affording proof of former continuity of Great Britain with Continental Europe.
Tribe of birds to which belonging.
TORTOISE (Fresh water)
How affording proof of former continuity of Great Britain with Continental Europe.
Geographical distribution.
Habitat, extreme limits of.
Indigenous to meres of Eastern Europe.
Probable course taken by in transmigration from East of Europe to East of England.
Why becoming extinct at Wretham Mere.
WRETHAM MERE
Discovery at, affording proof of former continuity of Great Britain with Continental Europe.

140. The following passage is the commencement of the eighth chapter of Lockhart's *Life of Sir Walter Scott* and the entries indicated express an example of "medium" indexing:

The voyage and these good news sent him back in high vigour to his desk at Abbotsford. For lighter work he had on hand *The Memorie of the Somervilles*, a very curious specimen of family history, which he had undertaken to edit at the request of his neighbour Lord Somerville. This was published in October. His serious labour was on *The Lord of the Isles*; of which only three cantos had been written when he had concluded his bargain with Constable. He had carried with him in the yacht, some proof-sheets of a little book that Ballantyne was printing, entitled *Poems illustrative of Traditions in Galloway and Ayrshire, by Joseph Train, Supervisor of Excise at Castle-Stewart*: and, being struck with the notes, wrote, on his arrival at home, to the author, whom he had never seen, requesting information concerning the ruins of Turnberry, on the Ayrshire coast, of which he wished to say something in connection with one of Bruce's ad-

"*Memorie* of the Somervilles," publication of.
Somervilles (The), "Memorie of," publication of.

"*Lord of the Isles*."

"*Poems* illustrative of traditions in Galloway and Ayrshire," by Joseph Train.

Galloway:
"Poems illustrative of traditions in Galloway and Ayrshire."
Ayrshire:
"Poems illustrative of traditions in Galloway and Ayrshire."
Train, Joseph,
"Poems illustrative of traditions in Galloway and Ayrshire."

ventures in the forthcoming poem. Mr. Train did much more than Scott had meant to ask; for he had never himself been at Turnberry, but instantly rode over the hills to the spot, and transmitted ample details of the castle and all its legends—not omitting a local superstition, that on the anniversary of the night when Bruce landed there from Arran, the meteoric gleam which had attended his voyage reappeared unfailingly in the same quarter of the heavens. What use Scott made of this and other parts of Mr. Train's paper, we see from the fifth canto of *The Lord of the Isles* and its notes: and the date of the communication (November 2nd) is therefore important as to the history of the composition; but this was the beginning of a correspondence which had many other happy consequences. From this time the worthy supervisor, who had had many literary plans and schemes, dropped all notion of authorship in his own person, and devoted his leisure with most generous assiduity to the collection of whatever stories he fancied likely to be of use to his new acquaintance, who, after one or two meetings, had im-

Train, Joseph,
Assistance rendered by, to Sir Walter Scott in preparation of "The Lord of the Isles."

"*Lord of the Isles,*" assistance rendered by Joseph Train to Sir Walter Scott in preparation of.

Train, Joseph, discards personal authorship to assist Sir Walter Scott.

pressed him with unbounded enthusiasm of attachment. To no one individual did Scott owe so much of the materials of his novels: and one of the very earliest packets from Castle-Stewart (November 7th) contained a ballad called *The Durham Garland*, which, reviving Scott's recollection of a story told in his youth by a servant of his father's, suggested the groundwork of the second of the series. James Ballantyne, in writing by desire of "the Author of *Waverley*" to Miss Edgeworth, with a copy of the fourth edition of that novel (November 11th) mentioned that another might soon be expected; but, as he added that it would treat of manners more ancient than those of 1745, it is clear that no outline resembling that of *Guy Mannering* was then in the printer's view: most probably Scott had signified to him that he designed to handle the period of the Covenanters. There can, I think, be as little doubt that he began *Guy Mannering* as soon as Train's paper of November 7th reached him.

Train, Joseph,
"Durham Garland," sent by, suggests "Guy Mannering" to Sir Walter Scott.

"Durham Garland."
Conception of "Guy Mannering" suggested to Sir Walter Scott by.

"Guy Mannering,"
Conception suggested to Sir Walter Scott, by "Durham Garland."

He writes, on December 25th, to Constable that he "had corrected the last proofs of *The Lord of*

the Isles, and was setting out for Abbotsford to refresh the machine." And in what did his refreshment of the machine consist? The poem was published on January 15th; and he says, *on that day*, to Morritt, "I want to shake myself free of *Waverley*, and accordingly have made a considerable exertion to finish an odd little tale within such time as will mystify the public, I trust, unless they suppose me to be Briareus. Two volumes are already printed, and the only persons in my confidence, W. Erskine and Ballantyne, are of opinion that it is much more interesting than *Waverley*. It is a tale of private life, and only varied by the perilous exploits of smugglers and excise-men." *Guy Mannering* was published on February 24th—that is, exactly two months after *The Lord of the Isles* was dismissed from the author's desk, and making but a narrow allowance for the operations of the transcriber, printer, bookseller, etc. I think the dates I have gathered together confirm the accuracy of what I have often heard Scott say, that this second novel "was the work of six weeks at a Christmas." Such was his

"*Guy Mannering*," date of publication.

recipe "for refreshing the machine."

I am sorry to have to add, that this severity of labour, like the repetition of it which had deplorable effects at a later period was the result of difficulties about the discount of John Ballantyne's bills.

Ballantyne, John, difficulties with.

Finding that Constable would not meet his views as to some of these matters, Mr. John suggested to Scott that some other house might prove more accommodating if he were permitted to offer them not only the new novel, but the next edition of the established favourite *Waverley*: but upon this ingenious proposition Scott at once set his *veto*. "Dear John," he writes, "your expedients are all wretched, as far as regards me. I never will give Constable, or any one, room to say I have broken my word with him in the slightest degree. If I lose everything else, I will at least keep my honour unblemished, and I do hold myself bound in honour to offer him a *Waverley*, while he shall continue to comply with the conditions annexed." The result was, that Messrs. Longman undertook the *Guy Mannering*, relieving John of some of his encumbering stock;

"*Guy Mannering*" published by Longmans.

Longmans, Green & Co., publishers of "Guy Mannering."

but Longman, in compliance with Scott's wish, admitted Constable to a share in the adventure; and with one or two exceptions, originating in circumstances nearly similar, the house of Constable published all the subsequent novels.

"*Lord of the Isles*," date of publication.

I must not, however, forget that *The Lord of the Isles* was published a month before *Guy Mannering*. The poem was received with an interest much heightened by the recent and growing success of the mysterious *Waverley*. Its appearance, so rapidly following that novel, and accompanied with an announcement of another prose tale, just about to be published, by the same hand, puzzled and confounded the mob of dulness. The more sagacious few said to themselves—Scott is making one serious effort more in his old line, and by this it will be determined whether he does or does not altogether renounce that for his new one.

"*Lord of the Isles*," estimate of its popularity.

This poem is now, I believe, about as popular as *Rokeby*; but it has never reached the same station in general favour with *The Lay*, *Marmion*, or *The Lady of the*

Lake. The instant consumption of 1,800 quartos, followed by octavo reprints to the number of 12,000 would, in the case of almost any other author, have been splendid success ; but as compared with what he had previously experienced, even in his *Rokeby*, and still more so as compared with the enormous circulation at once attained by Lord Byron's early tales, which were then following each other in almost breathless succession, the falling off was decided.

If January brought "disappointment," there was abundant consolation in store for February, 1815. *Guy Mannering* was received with eager curiosity, and pronounced by acclamation fully worthy to share the honours of *Waverley*. The easy transparent flow of its style ; the beautiful simplicity, and here and there the wild solemn magnificence of its sketches of scenery ; the rapid, ever-heightening interest of the narrative ; the unaffected kindliness of feeling ; the manly purity of thought, everywhere mingled with a gentle humour and a homely sagacity ; but, above all, the rich variety and skilful contrast

"*Guy Mannering*," merits of.

of characters and manners at once fresh in fiction and stamped with the unforgeable seal of truth and nature; these were charms that spoke to every heart and mind; and the few murmurs of pedantic criticisms were lost in the voice of general delight, which never fails to welcome the invention that introduces to the sympathy of imagination a new group of immortal realities.

"*Guy Mannering*," first and subsequent editions of.

The first edition was, like that of *Waverley*, in three little volumes, with a humility of paper and printing which the meanest novelist would now disdain to imitate, the price a guinea. The 2,000 copies of which it consisted were sold the day after the publication; and within three months came a second and a third impression, making together 5,000 copies more. Of the subsequent vogue it is needless to speak.

There is no necessity to arrange the foregoing entries in alphabetical order, as the way how to do this has been sufficiently indicated in the case of the previous examples. It will be a useful exercise for the reader to do this himself.

Arrangement of Sub-Headings and Sub-Entries.

141. The entries of the first two passages indexed (Pater and Kingsley) have been placed alphabetically as they each represent an index in miniature. But the collection of entries in each instance are only parts of a possible whole. A far better idea of arrangement will therefore be obtained by the quotation of extracts from a complete index. For this purpose the entries under "coal" and under "water," respectively, taken from the index to Bloxam's *Chemistry* have been selected.*

Coal, 62, **255-264.**
ash of, 256
bituminous, 256
brown, 256
combustion of, 256
composition of, 256
distillation, 256, 258
dust, explosion, 245
formation of, 255

Coal:
gas, 174, 239, 242, **258**
carbon disulphide in, 167
constituents, 152, 167, 258, 546
enriching, 248, 258
purification, 146, 147, 167, 533, 686
sulphur in, 258
gases occluded in, 245
mines, explosions in, 243
firedamp of. See *Firedamp*

* Bloxam (C. L.). *Chemistry, Inorganic and Organic, with Experiments*, 11th edition, London, 1923.
For permission to make quotations from the index I am indebted to the publishers, Messrs. J. and A. Churchill.

Coal (*continued*):
spontaneous combustion of, 257
stone, 257
tar, 537, 545, 548, 549, 551, 719
distillation of, 537
dyes. See *Aniline*
creosote, 706
varieties of, 256
Welsh, 257
Water, 16–46, 95. See also *Steam*
action on metals, 45
analysis, 16, 23, 180
and steam, difference in kinetic energy, 333
chemical relations of, 36
concentration (of ores), 395, 466, 478
decomposition by electric sparks, 18
by electricity, 16, 19
by electrolysis, 16–19
by heat, 19, 23
by metals, 20–33, 36, 410
by non-metals, 23, 36
distilled, 29
electrolysis of, 16
-gas, 23, 93, **259**, 445
gases in, natural, 41
glass, 267, 369
hardness, 41 *et seq.*, 384, 393
in chemical change and activity, 57, 98, 101, 104, 134, 194, 202, 234, 299, 314, 315
in cryoscopic determinations, 304, 305
maximum density, 32, 36
mineral (natural), 45, 46, 68
natural supplies, 41
analysis of, 41, 46

Water (*continued*):
of constitution, 393
of crystallisation, **39**, 307, 337
phase rule, 324
purification, 41, 45, 112, 228
sea, 41, 46, 116, 119
softening, 45, 414
synthesis of, 26, 136
vapour, 33–36, 70

142. It will be seen that the method of alphabetical arrangement of the sub-entries much resembles that adopted in *Poole's Index* (see p. 57), which is as good a model as any to adopt. But as printed copies of *Poole's Index* are not always accessible, reference to, and even perusal of, any good index, such as the one just quoted, will serve the compiler's purpose equally well.

143. The first word of the sub-entry should be any significant word that is not an article, though in the very rare instances in which some significance attaches to "a," "an," and "the," the article should be the first word.

144. Sometimes it is made a rule that the alphabetical arrangement of the sub-entries should depend on the first word, not a preposition or conjunction. Among the entries in the passages from the index just quoted will be found the following:

Water
and steam
Water
in chemical change and activity

The first words in the sub-entries are "and" and "in." The arrangement proposed, however, would make a

considerable difference in the position of the two sub-entries in question. "Water and steam" would be inserted between "Water, softening," and "Water, synthesis of"; "Water in chemical change and activity" would precede "Water, chemical relations of."

Although, theoretically, this method of disposal of sub-entries may have something to be said in its favour, it will be found better practice to adhere to the simpler arrangement adopted in *Poole's Index* and in the index from which the quoted entries have been taken.

Lastly, it will be noticed that frequently several page-references follow the subject-entries and sub-entries. It is important, in indexing, to collect all the references to the same subject, which may occur, either in proximity to one another, or in widely separated parts of the book.

Indexing the Contents of Newspapers, Magazines, Journals, &c.

145. Most newspapers possess useful indexes to their back files; it is common knowledge that *The Times* index is a model production in this respect.

146. Many scientific journals produce good detailed indexes not merely to the subjects, as summarised in the titles of their communications, but also to the actual facts and opinions contained in the text. But, as has been pointed out in the Introduction (see p. 15), to the bound volumes of many popular magazines there is simply appended a roughly classified list of entries not worthy of the name of an index. There is a great opening for improvement in this respect; good indexes to the informative contributions in

magazines of general literature would add very largely to the value of these publications.

147. The method of indexing journals and magazines throughout—not merely the contents as expressed in the titles to contributions—is based upon exactly the same principles as those stated in the case of book indexing. The main point that needs emphasising, as before, consists in the importance of examining each passage for information likely to be of use to the research-maker or working journalist, who has not always the time to read through a long article to ascertain a particular fact.

148. There should, of course, be an entry under the name of the author of the article; also under the subject as indicated by the title. The subject-entry derived from the title should be followed by the author's name. After that, the contents of the article should be indexed paragraph by paragraph. The index, when competed, should contain full, but not too much, information.

149. Lastly, it must not be forgotten that a journal or newspaper is indexed for the needs of the office as well as for the information of readers. Special attention should therefore be paid to the indexing of leading articles, editorial paragraphs and original communications, as any member of the staff may be called upon to ascertain at a minute's notice the last time an editorial comment or a leading article on any given subject appeared in the journal.

150. There are many books and journals the indexes of which will repay careful study. But these indexes are often of a special and technical character. The index to the *Encyclopædia Britannica* (11th edition), as the name signifies, covers the widest range of subjects

possible. The system upon which it is compiled is excellent, but as it consists of a volume of several hundred pages, it is planned upon a very expansive scale. For those, however, in search of a model upon which to compile an index of less ambitious pretensions than that of the *Encyclopædia Britannica*, the indexes to the annual volumes of *Whitaker's Almanack* or those to *Notes and Queries* will be found to constitute excellent guides.

Re-indexing of New Editions of Books.

151. New editions are principally necessary in the case of books of a scientific or technical nature. Sometimes the alterations in a new edition are comparatively slight; but whether slight or many, they are sure to upset both the contents of the index and the pagination or paragraph numbers. Of course, the fewer the additions and alterations, the less trouble is there likely to be with the index, but new editions are not infrequently re-written books, and a re-written book entails the making of practically a new index.

152. When an index has to be revised or re-made, the general practice adopted by publishers is to supply the compiler with two sets of the old printed index, pasted down on sheets of paper, large enough to leave sufficiently wide margins for the correction of page references or paragraph numbers and for the insertion of new entries. A set of sheets of the new edition is also handed to the reviser of the index; this he is instructed to examine for the deletion of certain out-of-date items, and the insertion of new matter.

153. The first thing to demand attention is the alteration of "folios," that is, page references, or paragraph numbers. The new entries have now to

be added. This, of course, is a simple enough matter where it amounts to the fresh entry of a name or a subject; it is only when the additional entries are complicated and involved that there is likely to be a difficulty in making marginal additions. If these additions are very extensive, it will be impossible to write them in on the proof so that the printer understands them. The best way out of this difficulty is to write out these involved additional entries on numbered slips and note the place of insertion in the margin, preferably in red ink. If, however, this process has to be perpetually repeated, no saving of time will be effected by alteration of a pasted-down copy of the old index, and the only alternative is to make an entirely fresh one.

154. In order to save the labour of doing all the work over again, Mr. G. E. Brown * has suggested that the original slips of an index should be preserved on their return from the printer and re-arranged numerically when a new edition of a book is required. This plan is not always practicable, as a large proportion of books are never re-edited. But in the case of manuals, text-books and treatises, it is well worth trying. All that need be done, therefore, is to alter the page references in the original slips and make the fresh insertions on additional ones. Great care will, nevertheless, be required, not only in making the additional entries, but in the withdrawal of slips from all parts of the index under various headings containing references to deleted matter.

* *Indexing Trade Periodicals and Books*, 1918, p. 29.

CHAPTER VII

Place-name Entry

155. Place-name entry is an important point in indexing. As with persons, so with places, the same name, or the same name with a variant of it, constantly recurs. The same surname, belonging to different persons, when it appears in an author-catalogue, or in a directory, is distinguished by the Christian names being placed after it, the surnames being repeated and the Christian names being arranged alphabetically, for example, Brown, Arthur, Brown, Edward, Brown, James, Brown, John, and so forth. In the same way, identical place-names, of which there are numerous instances, not only in the British Isles, but abroad, need to be distinguished, when they appear in an index, by the names of the counties, or other localities in which they happen to be situate, being arranged alphabetically. There are some instances in which this distinction has been made from early times, as in the well-known examples of Newcastle-upon-Tyne, Newcastle-under-Lyme, Kingston-upon-Thames, Kingston-upon-Hull, although in the latter instance, under common usage, the first name Kingston has long since been dropped, and the metropolis of the East Riding of Yorkshire is always known as Hull.

* This chapter comprises, with additions, the substance of a paper read before the Library Association many years ago, entitled "Arrangement of place name entries in Subject Catalogues, Indexes and Directories," *Library Association Record*, May, 1913, pp. 270–281.

156. The name Charlton occurs in six English counties; that of Norton in more than half a dozen; that of Castleton in four. Castletown is found occurring eight times, four times in Ireland, twice in England, once in Scotland, and once in the Isle of Man. Marston is found four times singly in England, and in seven instances is compounded with another name. Stoke, as a single name, belongs to eight places in England, and occurs as a compound fifty times. Thorpe, the Teutonic name for a village or a small town, occurs about a dozen times, and as a compound nearly forty times, in English place-names.

157. British place-names occur in large numbers throughout the Colonies and the United States. A few only of the most notable instances need be mentioned. New York and Boston in the United States, Melbourne and Perth in the Continent of Australia; and London, which appears four times ((1) Kentucky, (2) Ohio, in the United States, (3) Ontario, in Canada, (4) Spanish Guinea). This list of examples could be extended indefinitely.

158. When a place-name has several variants, the plan of arrangement to be adopted is simply to repeat the name, with the compounds or variants in alphabetical order, for example, Stoke Bishop, Stoke Mandeville, Stoke Newington; Marston Green, Marston Lane End, Marston Magna, Marston Meysey, Marston Montgomery, Marston Moreteyne, Marston St. Lawrence.

159. The sole difficulty with regard to the order of place-names in an index or gazetteer occurs when prefixes are used. These qualifying prefixes principally signify: (1) Size (Great, Little); (2) Position (Upper, Lower); (3) Point of Compass (North, South, etc.);

(4) Age of Foundation (Old, New). The Cataloguing Rules drawn up by a Committee of the American Library Association and the Library Association of the United Kingdom give the following direction* :

> In deciding between different forms of place, refer to standard gazetteers, such as *Lippincott's New Gazetteer*, *Longmans' Gazetteer*, *Century Cyclopædia of Names*, and other publications.

In the introduction to *Longmans' Gazetteer* (p. ix) this statement is made as to the method followed by the compilers in the matter of entry of names with prefixes :

> The following are the parts of names that are usually transferred in the alphabetical arrangement : Great, Much, Little, High, Low, Nether, Upper, Long, New, Old, North, South, East, West (except where the second part of the name is significant, like Town, Market, Street, Heath). Old-world names that have been transferred to the New World or Colonies elsewhere, with the prefix New, East, West, are entered in their natural order, e.g. New York. Many double names of English parishes are frequently written indifferently, with the parts of the names in either order, as Winterbourne Earls or Earls Winterbourne.

This is only a statement of a method that has been followed, not a formulated rule ; but if a rule has to be formulated, it could not have been laid down in more comprehensive terms.

* *Cataloguing Rules*. Author and Title. Entries compiled by a Committee of the American Library Association and the Library Association, English edition, 1908, par. 30, p. 40.

160. The main advantage of the inversion or transposition of prefixes lies in the fact that the pivot of entry is the original name itself. Here classification, as Mr. Cutter once pointed out in his *Rules*, comes to the aid of specific entry. "South Africa" is a definite entity in the realm of topography, but this region forms only one division of a continuous area of the earth's surface to which one comprehensive name has been given—local and fanciful, it is true—but a name, nevertheless. No one contends that specific entry should not obtain in the case of names of the separate countries or regions of that continent (e.g. Egypt, Abyssinia, Morocco), but if a researcher has to look up facts about South Africa, it is just as easy for him to find it under "Africa, South," as under "South," and if his investigations are made from the comparative point of view, he will find the literature of, or the references to, all quarters of the continent grouped together. The same reasoning holds good with regard to North, South and Central America; enter under "America, North," "America, South," "America, Central," with, of course, specific entry under the names of the various divisions of all parts of the continent, for example, "Canada, Dominion of," "United States," "Mexico," "Brazil," "Bolivia," "Chile," etc.

161. Special stress has been laid upon the foregoing particular instances, because the compilers of many valuable subject-catalogues and indexes differ as to their practice with regard to the entry of a locality under its name or under its prefix; for example (1) the London Library *Subject-Index* enters under "South Africa" and "Western Australia"; (2) the *Surgeon-Generals' Index-Catalogue* under "North" and "South America" and "South Africa"; (3) *Poole's Index*

Supplement, 1902–7, under "Africa, South," but by a curious inconsistency, entries are made under "North" and "South America" and "North" and "South" Carolina; (4) the index to the *Encyclopædia Britannica* enters under prefixes; (5) the *Subject-Index* of the Works Added to the British Museum adheres closely to the lines laid down in the gazetteer I have quoted; so also does (6) the index to the *Statesman's Year Book*. The *English Catalogue* (7) adopts the inversion method (America, North, America, South Africa, South, etc.), whereas (8) the *American Catalogue* (1908–10) prefers entry under prefix, and the same arrangement has been adopted by (9) the *Reader's Guide to Periodical Literature*. Thus, of these authorities five favour direct entry under prefix, three (one of which is the British Museum) invert the place-name entries, and one, to the confusion of its readers, impartially uses both methods. So long as the necessary cross-references are given, these discrepancies may not cause much inconvenience, but the adoption of a more uniform system of arrangement is highly desirable.

162. The compilers of *Longmans' Gazetteer* and the other authorities mentioned, in entering Old World names that have been transferred to the Colonies and elsewhere, rightly place the prefix first, e.g. New York, New Amsterdam, New Caledonia, New Orleans, East London (Cape Colony). With regard to cross-references to the original names (New York. *See* York) this is unnecessary, except for the index of a book or journal dealing exclusively with the Colonies and their history.

163. The following example of a place-name (Compton) has been selected from *Longmans' Gazetteer* to illustrate the foregoing principles of arrangement:

(1) the simple name with the localities ; (2) the name with the prefixes inverted ; (3) the double name or compounds, in each instance arranged alphabetically :

(1) Compton (Berks)
(Canada, Quebec)
(Hants)
(Stafford)
(Surrey)
(Sussex)

(2) Compton (East, or Compton Vallence)
(Little, Warwick)
(Little, U.S., Rhode Island)
(Long, Warwick)
(Nether, Dorset)
(Over, Dorset)

(3) Compton Abbas, (Dorset)
Abdale (Gloucester)
Basset (Wilts)
Bay (Isle of Wight)
Beauchamp (Berks)
Bishop (Somerset)
Chamberlayne (Wilts)
Dando (Somerset)
Durdon (Somerset)
Gifford (Devon)
Greenfield (Gloucester)
Martin (Somerset)
Pauncefoot (Somerset)
Vallence (See Compton, East)
Verney (Warwick)
Winyates (Warwick)

Changes in Place-Names.

164. Since the war this has become a subject of great importance. Two outstanding examples of this are seen, (1) in the alteration in name to Oslo of Christiania, the capital of Norway ; (2) in the double alteration of St. Petersburg to Petrograd, and subsequently to Leningrad.

Again, owing to the break-up of the Central European and Mussulman Powers, a large number of new states and principalities have been created, as will be seen from the following list :

(1) Arabia has been divided into :
Najd and Hejas, Kingdom of
Kawait, Principality of
Omân, Sultanate of
Asur
Yemen, Imanate of
(2) Czecho-Slovakia is composed of :
Bohemia
Moravia
-Slovakia
Silesia
Ruthenia
(3) Estonia (Baltic Republic)
(4) Iraq (Mesopotamia)
(5) Latvia (Baltic Republic)
(6) Lithuania
(7) Yugo-Slavia is composed of :
Serbia
Montenegro
Croatia
Slavonia
Bonat (The)

Bania
Herzegovina
Carinthia
Styria

165. All this re-arrangement of states entails the adoption of a careful system of cross-references in indexes and directories; for example, the new place-name entry of CZECHO-SLOVAKIA should be accompanied by *See also* Bohemia, Moravia, Silesia, etc. If Bohemia is the principal entry, a reference should be made to Czecho-Slovakia. The same applies to Yugo-Slavia and the states (e.g. Serbia and Montenegro) now composing it.

With regard to Christiania and St. Petersburg, these names should certainly be retained in an index to any publication dealing with the period preceding the date of alteration in name to Oslo, and to Petrograd and Leningrad, respectively.

166. This knowledge of place-names and their arrangement is of service, not only in the indexing of literary matter, but also in that of business correspondence. A ready acquaintance with the names of localities will be found of the fullest value by those who have to keep in order card-indexes, the arrangement of which is geographical, and those, again, to whom the filing of detailed correspondence under the same method is entrusted. (See Chapter XV.)

CHAPTER VIII

Bibliography

167. In dealing with the indexing of all the literature that is included under the term bibliography, it has to be borne in mind that bibliography is a term capable of a very wide interpretation, misconceptions as to its meaning arise from taking too narrow a view of it. Some persons mistake a part—a very important part, certainly—for the whole, when their sole notion of bibliography is represented by the material description of books, such as printing, rare editions, binding and prices given at sales. Others there are to whom the word bibliography signifies nothing but a string of references following a monograph on a certain subject.

168. No one was more successful in his explanation of bibliography than Professor Ferguson in his valuable essay on the subject.* He showed that bibliography, properly speaking, has nothing to do, at any rate primarily, with the intellectual side of books, that is, with the critical discussion of the subject-matter of their contents. It must commence with material description, and with all facts concerned with the production of books. This opens up a very wide historical vista. How did the book come to be what it was formerly and what it is now? At once we are

* "Some Aspects of Bibliography" (Address delivered on vacating the Presidency of the Edinburgh Bibliographical Society, November 2nd, 1899), 8vo, Edinburgh, 1900.

plunged into the history of printing. Who were the men how for successive generations have engaged in the work of printing? We straightway enter into the region of biography. Why were certain localities, such as Mainz, Strasbourg, Venice, Rome, Florence, Paris, London, and other cities too numerous to mention, the homes of early printing? We are drawn into the study of life in the Middle Ages. When all these things have been considered, we naturally pass on to an enumeration of the subjects upon which books have been written. And it is just at that point where the study of bibliography ends, and that of literary history and literary criticism begins.

169. The definition of bibliography given in the *Oxford Dictionary*, and quoted by Dr. Copinger in his Inaugural Address delivered at the founding of the Bibliographical Society, runs as follows: "The systematic description of books, their authorship, printing, publication, editions, etc." Dr. Copinger interpreted that definition by laying down the following divisions, which are sufficiently comprehensive and explanatory.

(I.) General Bibliography.
  (*a*) Intellectual, or bibliology.*
  (*b*) Material, or bibliography proper.

(II.) Special Bibliography.
  (*a*) Local.
    (1) Publications relating to particular places.
    (2) Publications printed in particular places.

* It would have been better to have placed "Intellectual Bibliography" or "Bibliology" second, for the reason I have stated as to literary history and criticism beginning where bibliography ends.

(*b*) Personal.
  (1) Publications of particular presses.
  (2) Publications relating to particular persons.
(*c*) Subject.

The foregoing classification is by no means the only one that has been given, but it has the great merit of clearness, and upon it are based the following directions for indexing the contents of books and articles, dealing with its divisions and sub-divisions.

(I.) General Bibliography.

(*a*) *Intellectual, or Bibliology.*

170. The best example of this is Allibone's *Dictionary of British and American Authors*. It is, of course, primarily a great author-catalogue, but the compiler's comments and, what is much more important, the criticisms of other writers and commentators, are appended to every work of any note. The index that follows the dictionary should have been much more extensive, and should have included the names of the writers whose reviews and comments are appended to the titles of the various books. The subjects and classes of the books are indexed, but only very briefly, the references being the authors' names, unaccompanied by dates. And lastly, all facts of importance conveyed in the comments and criticisms should have been indexed as well. The value of any critical dictionary compiled on these extended lines would be considerably increased.

(*b*) *Material, or Bibliography proper.*

171. This division in itself is a very wide one. It will include works on the history of printing (Ames,

Dibdin, and others) ; on the history of book-production and book-distribution generally (printing, binding, book-selling and publishing). Works on printing naturally lead to discussion of types and wood-cuts. Book-binding will include past history and present description of all the materials in use for it. From a history of book-selling it is an easy transition to that of a history of all those who exercised the trade. Every fact of importance should appear in the index, particular attention being given to persons' names, and equally so to those of places. Sometimes an author and his work, or one of his particular works, will appear as a subject-heading. It may seem pedantic to place the author's name first in the entry in the case of exceedingly well-known works such as *Pilgrim's Progress* and *Imitatio Christi*, but in the majority of cases it will be better to do so ; for example :

Burton (William) Description of Leicestershire
" binding
" copies printed
" prices of
" printers of

Whereas *Anatomy of Melancholy* by his better-known brother, Robert Burton, may safely be entered without the author's name. If the author's name is not placed first, there should, of course, be a cross-reference from it to the name of the particular work or work indexed.

172. We now come to another kind of undertaking included under " Material Bibliography." The works before mentioned are supposed to be historical and descriptive ; in no sense dictionaries or catalogues. But Lowndes' *Bibliographer's Manual* and other similar works are catalogues most distinctly. As very

much the same information regarding the books comes over and over again, under each author's name—such as prices obtained at sales, number of editions—the work of such a nature is in itself an index. But how greatly the value of such publications would be increased, if another index were appended to each of them, giving the names of printers or presses, the titles of works printed by them arranged in order of time, the names of booksellers with the titles of famous books they sold, and at what price, the names of book-buyers or bibliomaniacs, with the titles of works they bought and the prices they paid. And, lastly, most important of all, if these works are collections of all the known literature of any or every language, why should not those of them assignable to subjects be indexed under their subjects after the manner of Watt's *Bibliotheca Britannica*? This labour may not all be possible, but it is the ideal to be aimed at.

II. Special Bibliography.

173. The following remarks, which refer to the indexing of books or articles relating to the special sub-divisions of bibliography now to be mentioned, are either applications or amplifications of the rules already given.

(*a*) *Local Bibliography.*

(1) Publications relating to particular places.

174. The amount of indexing that will be required must depend upon the simplicity or complexity of the bibliography, also upon its arrangement. If it is arranged chronologically under authors' names, there must be an index of authors and subjects; if it is arranged alphabetically, the bibliography will in itself be the index of authors. But the primary arrangement

of a local bibliography should be chronological. Then, again, as regards the places comprised in it, if it be simply a list of books relating to one place, it is obvious that there is no need for allusion to that place in the index. County bibliography will need entries relating to books and papers published on the various towns and villages. Town bibliography will contain memoirs on celebrated quarters and streets it possesses, and even village bibliography must have allusions to some houses of note that the village in question possesses. As for the persons alluded to, every name must be carefully indexed.

(2) Publications printed in particular places.

175. In such a work of the more comprehensive kind —Cotton's *Typographical Gazetteer*, for instance—the names of the towns will be arranged alphabetically, the best known form of name, whether Latin or English, being used, with cross-references to those less known. Under the names of the towns or cities will be given, under author-entry, the titles of the books printed there, arranged chronologically. So far this is an index in itself, but under each entry there will probably be, in more or less profusion, comments and historical notes. Under these circumstances it will be best to have a separate index made up as follows :

(1) Of authors with titles, showing at a glance where the book was printed, and what edition of it in that place.

(2) Of subjects contained in the books, these entries to be followed by the author, the date of publication and the town. This may not be necessary from the point of view of material bibliography, but intellectually it will be highly useful.

(3) Of the names of printers (or presses), these to be followed by a brief entry of the title or titles under author.

If, on the contrary, the work be merely a list of books and other publications printed at one place instead of many, the author of the bibliography will arrange them chronologically, or he will classify them. To facilitate reference there should similarly be a good index of authors and subjects.

(*b*) *Personal.*

(3) Publications of particular presses.

176. Whether it be an account of several presses, as in Mr. Gordon Duff's *Hand-Lists of British Printers* or of one, as in Mr. Plomer's *Robert Wyer*, the authors will arrange the products of such presses in exact chronological order. Anyone wishing to refer to a particular author's name will need an index of such names with short titles. From a careful perusal of the bibliography he will be able to get an idea as to the nature of the subjects of the books printed ; but if he wants to know whether the printers or printer in question issued a book on a particular subject, or of a particular form of literature, there must be a subject-index to help him.

(2) Publications relating to particular persons.

177. These compilations are a favourite pastime of the bibliographer. Hs will regard the publication either from the material or intellectual standpoint, or from both. If the arrangement be chronological, the names of authors who have written on the person in question should be entered in the index with the brief titles of their books or commentaries. It is probable, too, that the bibliography will be interspersed with

the titles of books or articles containing historical and critical comments. The subject here dealt with—generally one of the author's works—will require careful indexing. This point calls for a remark or two as to the method of entry. As the heading to this paragraph implies, we are not supposed to be dealing with a bibliography of an author's own works, but with one in which are included all the known works *about* that author or eminent personage, say Sir Walter Scott, and more especially *about his writings*. This title-entry, which is in reality a subject-entry, must conform to the rules of title-entry in a dictionary-catalogue; it must be placed under the first word not an article:

LADY OF THE LAKE (The)
Here follows the literature upon it, under authors in chronological order; in the case of anonymous reviews, again under the first word not an article. Where the title of the review is exactly the same as that of the work itself, only the reference need be given, and the title should not be repeated. These general references had better come first: thus—
Quarterly Review, 1810, iii. 492–517.

Other examples are:
LIFE of Bonaparte (The)
Commentaries, etc., upon it.
PEVERIL of the Peak.
Reviews, etc., upon it.

I have entered at some little length on what may seem to be mere detail, but it is not such; for nothing can be more useful than to have a record, in the index

following the bibliography, of what has been written on each of the author's works.

(c) *Subject Bibliographies.*

178. To the uninitiated it may seem almost a paradox that any index to a subject bibliography should be required. If this bibliography be a chronological list of books or pamphlets written on one particular subject, each publication being presumed to treat of that subject in all its aspects, it need only be supplemented by an alphabetical index of authors. If, on the other hand, the list be arranged alphabetically to begin with, the only addition necessary is a brief chronological list.

179. An example or two will make this clear. In bygone centuries (and to some extent it is still the case) it was a usual practice for graduates to qualify for a university degree by offering a thesis on some well-known, and too often, well-worn subject; "Air," "Water," "Gold," "Silver," "Iron," for example, were all laid under contribution. The respective authors treated their theme "all round," from their point of view at least. Therefore, if we are compiling a bibliography of old theses on any one of the above-mentioned subjects, all that need be done is to arrange the list of authors chronologically or alphabetically under the name of the subject, whatever it be. But a bibliography relating to "Gold" composed wholly of present-day contributions to the subject will be in direct opposition to the old order of things. Instead of each author professing to know the entire subject, you will find separate individuals taking a very narrow range. Only to take a few instances, "Alloys of gold," "Assaying of gold," "Chemistry of gold"

(this, again, could be split up into a hundred details), "Geology in relation to gold," "Gold-beating," "Gold-mining," "Metals in relation to gold," "Minerals in relation to gold," and so forth. Assuming that this bibliography is an integral piece of work, that is, that it does not form part of a large index, the method of indexing will be as follows: Arrange the author-entries alphabetically; intersperse among them the subject-headings, examples of which have just been given; beneath these the authors' names, followed by short titles and dates, not in alphabetical, but chronological order.

180. I have selected the titles of a series of books and articles devoted to bibliography in most of its varied aspects. These will be found entered at the end of this chapter, together with the subject-entries relating to them, all in one alphabet. Some of these books,* and, following them, a certain number of the articles, are chosen to illustrate subject-entry as denoted by the title, or where that fails, by inspection of the treatise, memoir or paper itself.

181. 1. AMES (J): HERBERT (W.): DIBDIN (Thomas Frognall) Typographical antiquities; or, the history of printing in England, Scotland and Ireland. 4 vols. 4to. London. 1810–1819.

Entries required:

Printing in England.
History of.
in Ireland
History of.
in Scotland
History of.

* The titles of books quoted are selected from the valuable list that follows Professor Ferguson's essay on *Some Aspects of Modern Bibliography*.

England,
Printing in,
History.
Ireland,
Printing in,
History.
Scotland,
Printing in,
History.
Typography. See *Printing*.

There are many who would have selected "Typography" as the main entry. But for once that "Typography" is used, "Printing" is employed ten times, both in speech and writing: hence "Typography," though the more scientific expression, is made a cross-reference.

By examining the index the student will see that very much the same entries are used in respect of Ames (J.) *Typographical antiquities*, 1749, and the enlarged edition by William Herbert issued in the years 1785–90, and also for Panzer's *Annales typographici*, 1793–7, and the continuation from 1798 to 1803.

2. EDMOND (John Philip) The Aberdeen printers. Edward Raban to James Nicol, 1620–1736. 4 parts. 8vo. Aberdeen. 1884–86.

Entries required:
Aberdeen: Printers of (1620–1736).
Printers: of Aberdeen (1620–1736).

There is no need to index the two names of printers mentioned, for if the two names are given the whole series would have to be indexed also. The two are only stated in the title to mark an epoch.

3. LOWNDES (William Thomas) The bibliographer's manual of English literature. 3 vols. 8vo. London. 1856.

Entry required :

English literature :
Bibliography of (material).

The nature of Lowndes' work is sufficiently known to explain the insertion of the word " material."

The following titles illustrate Subject Bibliography :

4. VON HALLER (Albrecht) Bibliotheca anatomica figuri, 1774–7. 2 vols. 4to.

Entry required :

Anatomy (Bibliography of).

5. ERLECKE (A.) Bibliotheca mathematica. 8vo. Halle. A/S. 1872.

Entry required :

Mathematics (Bibliography of).

6. DE MORGAN (Augustus) Arithmetical books. 8vo. London. 1847.

Entries required :

Arithmetic (Bibliography of).
Mathematics (Bibliography of).
(See also *Arithmetic.*)

7. SMITH (John Russell) Bibliotheca Americana. A catalogue of books, pamphlets, manuscripts, maps . . . illustrating the history and geography of North and South America and the West Indies. 8vo. London. 1865.

Entries required :

America (North)
Geography : Bibliography of.
History : Bibliography of.

America (South)
    Geography: Bibliography of.
    History: Bibliography of.
West Indies
    Geography: Bibliography of.
    History: Bibliography of.
Geography. See under names of Countries, etc.
History (Local). See under names of Countries, Institutions, etc.
Indies (West). See *West Indies*.

The above appear to be a large number of headings and cross-references, but they are all necessary. "America (Bibliography of)" will not be sufficient. Entry under "America (North)" and "(South)" and yet under "West Indies" may seem a discrepancy, but it is not. "America" is a definite name. "Indies" is an old-fashioned term. North and South America are geographically co-terminous, whereas the East and West Indies have nothing territorially in common. The very name "West Indies" is based upon an illusion of early navigators, and lastly the word "West" conveys the whole point of it.

8. KLOSS (Georg) Bibliographie der Freimaurerei. 8vo. Frankfurt-am-Main. 1844.

Entry required:

Freemasonry (Bibliography of).

9. CHAMPFLEURY. Bibliographie céramique. 8vo. Paris. 1881.

Entries required:

Ceramics (Bibliography of).
Pottery. See *Ceramics*.

Now follow an example or two of personal biblio-

graphy, the name of the author whose writings are collected forming the subject heading.

10. WISE (Thomas J.) and SMART (James P.) A complete bibliography of the writings in prose and verse of John Ruskin. 2 vols. 4to. London. 1889–93.

Entry required :

Ruskin (John)
Bibliography of.

Had the bibliography been only of the prose writings, the fact would have had to be specified by adding " prose writings " after " bibliography."

11. IRELAND (Alexander) List of the writings of William Hazlitt and Leigh Hunt. 8vo. London. 1868.

Entries required :

Hazlitt (William) Bibliography of.
Hunt ([James Henry] Leigh) Bibliography of.

12. FOURNEL (Henri) Bibliographie Saint-Simonienne. De 1802 au 31 Decembre, 1832. 8vo. Paris. 1833.

Entry required :

Saint-Simon (Claude Henri, Comte de) Bibliography of, 1802–32.

13. PETZHOLD (Julius) Bibliographia Dantea ab anno MDCCCLXV inchoata. 8vo. Dresdæ. 1872.

— — Supplementum. 8vo. 1876.
— — Supplementum alterum. 8vo. 1880.

Entry required :

Dante Alighieri
Bibliography of

The next titles illustrate the bibliography of a celebrated work :

14. De Backer (A.) Essai bibliographique sur le livre " De imitatione Christi." 8vo. Leiga, 1864.

Fromm (Emil) Die Ausgaben der " Imitatio Christi " in der Kölner Stadbibliothek. 8vo. Köln, 1886.

Entries required :

" Imitatio Christi "
Bibliography :
De Backer (A.) 1864. Editions in Cologne Municipal Library :
Fromm (E.) 1886.
Cologne
Municipal Library.
Editions of " Imitatio Christi " in Fromm (E.) 1886.
Libraries. See *Cologne* (Municipal Library).
Thomas à Kempis. See " *Imitatio Christi.*"

Some of the titles of articles in the " *Transactions* of the Bibliographical Society " are now laid under contribution :

15. Wheatley (H. B.) The present condition of English bibliography, and suggestions for the future. Trans. Biblio. Soc. (1892–3). 1893, i, 61–90.

Entry required :

English literature :
Bibliography of :
Methods of compilation

16. ASHBEE (H. S.) The iconography of "Don Quixote." Trans. Biblio. Soc. (1892–3). 1893, i, 123–44.

Entries required :

Book-Illustrations
of "Don Quixote."
"Don Quixote"
Book-illustrations of.
Iconography. See *Book-Illustrations.*
Cervantes. See "*Don Quixote.*"

17. MORRIS (William) The ideal book. Trans. Biblio. Soc. (1892–3). 1893, i, 179–86.

Entries required :

Book-production : Artistic perfection.
Book-production. See also *Printing.*

"Book-production (Artistic perfection)" is an example showing the care and precision required in framing entries that exactly express the gist of a paper.

18. ALDRICH (S. J.) The Augsburg printers of the fifteenth century. Trans. Biblio. Soc. (1893–94). 1895, ii, 25–46.

Entries required :

Augsburg, Printers at,
in 15th century.
Printers,
at Augsburg in 15th century.

19. REDGRAVE (G. R.) Some early book illustrations of the Oppenheim press. Trans. Biblio. Soc. (1895–96). 1896, iii, 71–80.

Entries required :

Book-illustrations
of the Oppenheim Press.

Oppenheim : Press of
Book-illustrations.
Presses,
Oppenheim,
Book-illustrations.

20. REED (T. B.) A list of books and papers on printing under the counties and towns to which they refer. Compiled by the late Talbot Baines Reed. Trans. Biblio. Soc. (1895–96). iii, 85–152.

Entry required :

Printing
Bibliography of.

21. POLLARD (A. W.) English books printed abroad. Trans. Biblio. Soc. (1895–96). 1896, iii, 195–209.

Entries required :

English Books
Printed abroad.
Foreign Countries
English books printed in.
Books. See under names of nationalities (English books).

The term " English Books " is used to avoid classification. " Abroad " is not a definite term for indexing : hence the employment of " Foreign Countries."

22. PLOMER (H. R.) Robert Copland. Trans. Biblio. Soc. (1895–96). 1896, iii, 211–25.

Entries required :

Printers of London,
Copland (Robert).

London (Printers of)
Copland (Robert).
Copland (Robert)
London printer (fl. 1508–47).

The name above forms the title: inspection of the paper must be made to see who Robert Copland was (assuming a want of knowledge on the indexer's part), and additional entries made accordingly.

23. MACFARLANE (John) Antoine Vérard. Trans. Biblio. Soc. (1896–98). 1898, iv, 11–35.

Entries required:

Printers of Paris
Vérard (Antoine).
Paris, Printers of
Vérard (Antoine).
Vérard (Antoine).
Paris Printer (fl. 1485–1514).

The same remark as that made about Robert Copland applies here.

24. FLETCHER (W. Y.) John Bagford and his collections. Trans. Biblio. Soc. (1896–98). 1898, iv, 185–201.

Entries required:

Bagford (John) (1650–1716).
Book-collector.
Book-collectors,
Bagford, John (1650–1716).

25. CRAWFORD (Earl of) List of manuscripts and examples of metal and ivory binding from the Bibliotheca Lindesiana. Exhibited to the Bibliographical Society at the Grafton Galleries, June, 13th, 1898. Trans. Biblio. Soc. (1896–98). 1898, iv, 213–32.

Entries required :

Bibliotheca Lindesiana,
Manuscripts and examples of metal and ivory bindings from.
Manuscripts : in Bibliotheca Lindesiana.
Metal Bindings : from Bibliotheca Lindesiana.
Ivory Bindings : from Bibliotheca Lindesiana.
Bindings. See *Ivory Bindings, Metal Bindings.*
Libraries. See *Bibliotheca Lindesiana.*
Crawford (Earl of) Library of. See *Bibliotheca Lindesiana.*

" Ivory Bindings," " Metal Bindings " are the headings to be used because the point of interest lies in these materials. The use of cross-references from " Bindings," as denoted, will show how many kinds of bindings are enumerated. With regard to " Libraries," a cross-reference should be made from that word to the name of the possessor of the library, or the town or city to which the library belongs. But when a well-known library possesses a definite name such as " Bibliotheca Lindesiana," entry should be made under that name with a cross-reference from that of the possessor.

26. CHRISTIE (R. C.) An Incunabulum of Brescia hitherto ascribed to Florence. Trans. Biblio. Soc. (1896–98). 1898, iv, 233–37.

Entries required :

Brescia :
Incunabulum of (Works of Politian, 1499), hitherto ascribed to Florence.
Florence :
Incunabulum of Brescia (Works of Politian, 1499), hitherto ascribed to Florence.

Incunabula. See *Brescia* (Incunabulum of).
Politian, Works of, edition of 1499.
Incunabulum of Brescia, hitherto ascribed to Florence.
Greek: Printing of
in Italy:
Incunabulum of Brescia (Works of Politian, 1499), hitherto ascribed to Florence.
Italy:
Printing of Greek in:
Incunabulum of Brescia (Works of Politian, 1499), hitherto ascribed to Florence.

Printing: see *Greek*, Printing of, in Italy.

The paper for which I have given the above entries as necessary is a short but very important one. It needs careful reading to discover all that it is about, and every one of the headings given are of importance. Though so very short, this note, made by one who was a pioneer in the scientific study of bibliography, was the starting point of the late Robert Proctor's monograph on *The Printing of Greek in the Fifteenth Century*, published by the Bibliographical Society in 1900.*

27. PAYNE (J. F.) On the "Herbarius" and "Hortus Sanitatis." Trans. Biblio. Soc. (1900–01), vi (part 1), 63–126.

Entries required:
Herbarius: History of.
Hortus Sanitatis: History of.
Botany (Medical). See "*Herbarius*," "*Hortus Sanitatis*."

* This fact is recorded in Professor A. W. Pollard's Memoir of Mr. Proctor published in *The Library*, January, 1904. New series v., 1–34.

28. Richard de Bury and Thomas à Kempis, Lib. Chron. 1885, ii, 47.

Entries required :

Richard de Bury : Refutation of plagiarism in Thomas à Kempis' "Doctrinale seu manuale juvenum," from Richard de Bury's "Philobiblon."

"Philobiblon" : Refutation of plagiarism in Thomas à Kempis' "Doctrinale seu manuale juvenum," from Richard de Bury's "Philobiblon."

Thomas à Kempis : "Doctrinale seu manuale juvenum." Refutation of plagiarism in "Doctrinale seu manuale juvenum" from Richard de Bury's "Philobiblon."

Plagiarism : see under *Richard de Bury*, Refutation of plagiarism.

The foregoing title is specially quoted, as it forms a very plain example of the need of inspection of the article itself. The mention in the title of the two names of the authors concerned conveys no definite information of the special relation in which these two authors stood to one another—namely the question of plagiarism. I have placed the *Doctrinale* under Thomas à Kempis' name, because, as stated in the article here quoted, it is not a well-known work like the *Imitatio Christi*.

29. Pollard (A. W.) A meditation on directories. Library, new series, 1901, ii, 82.

Entries required :

Directories.

Value as a guide to cataloguing and subject-indexing.

Catalogues.
Directories as a guide to compilation of.
Subject-Indexes.
Directories as a guide to compilation of.

The article must be read through to find out what turn the meditation on directories took, and the result will be found as shown by the two additional subject-headings with the entries following them.

30. POLLARD (A. W.) The Franks Collection of armorial book-stamps. Library, second series, 1902, iii, 115–34.

Entries required :

Franks (Sir Augustus Wollaston) Collection made by him of armorial book-stamps.
British Museum :
Franks Collection of armorial book-stamps in.
Book-stamps (Armorial)
Franks collection of armorial book-stamps in British Museum.
Armorial book-stamps. See *Book-stamps* (Armorial).

31. KUKULA (Richard) Die Biblioteca provincial in Toledo : Centralbl. f. Bibliothekswesen, 1896, xiii, 170.

Entries required :

Toledo
Provincial Library of (Biblioteca provincial).
Libraries. See *Toledo* (Provincial Library of).

32. PELISSIER (L. G.) Notes inédites du bibliographe Colomb de Batines sur les bibliothèques de Florence (1847). Centralbl. f. Bibliothekswesen, 1898, xv, 33–50.

Entries required :

De Batines (Colomb) (Bibliographer) Unedited notes by him on the libraries of Florence (1847).

Libraries. See *Florence* (Libraries of).

Florence (Libraries of)

Unedited notes of Colomb de Batines (bibliographer) on, 1847.

33. HOLDER (K.) Kleinere Mitteilungen zur Geschichte der Buchdruckerkunst in Freiburg in der Schweiz. Centralbl. f. Bibliothekswesen. 1898, xv, 59.

Entries required :

Printing

at Freiburg (Switzerland), History of.

Freiburg (Switzerland)

Printing at : History of.

Switzerland. See *Freiburg.*

34. WHEATLEY (Henry B.) The Early-English Text Society and F. J. Furnivall. Library, third series, 1912, iii, 1–21.

Entries required :

Early-English Text Society : Productions of : work of F. J. Furnivall in connection with.

Furnivall (F. J.) (1825–1910).

Work of in connection with Early-English Text Society.

35. AXON (W. E. A.) A year's use of the Encyclopædia Britannica. Library, third series, 1912, iii, 221–29.

Entry required :

ENCYCLOPÆDIA BRITANNICA, 11th edition, 1910–11 : critical estimate of.

36. LLOYD (A. C. G.) The birth of printing in South Africa. Library, third series, v, 1914, 31–43.

Entries required :

Africa, South, printing in.
Printing, in South Africa.

37. PIPER (A. Cecil) Notes on the introduction of printing into Sussex to the year 1850, with a chronology of Sussex printers to that date. Library, third series, 1914, v, 256–65.

Entries required :

Sussex, printing in.
Printing in Sussex.

38. WILLIAMS (J. B.) Henry Cross-Grove, Jacobite journalist and printer. Library, third series, 1914, v, 206–19.

Entry required :

Cross-Grove, Henry.
Biographical memoir of.

181A. From the study of books and their contents we naturally pass to that of libraries, their history, administration and construction; and from thence to the records past and present of the great public library movement in the British Isles, the United States of America and elsewhere. Round these subjects an extensive literature has grown up. Those who care for practical examples may find excellent models for indexing by carefully studying the indexes to successive series of *The Library*; *The Library Association Record*; the index to the publications of the Library Association published in its *Year-Book*, those of the American *Library Journal*, of *The Library World* and those attached to other publications of a similar nature.

182. ENTRIES ARRANGED ALPHABETICALLY—

ABERDEEN :

Printers of : (1620–1736).

Edmond (J. P.) The Aberdeen printers, Edward Rabon to James Nicol, 1620–1736. 1884–86.

AFRICA :

Bibliography : Kayser (G.) Bibliographie d'ouvrages ayant traité à l'Afrique en général. 1887.

(South) :

Printing in.

Lloyd (A. G. C.) The birth of printing in South Africa. Library, third series, v, 1914, 31–43.

ALDRICH (S. J.) Incunabula. Trans. Biblio. Soc. (1892–3). 1893, i, 107–21.

— The Augsburg printers of the fifteenth century. Trans. Biblio. Soc. 1893–4. 1895, ii, 25–46.

AMERICA (North) :

Geography : Bibliography of

Smith (J. R.) 1865. Bibliotheca Americana. A catalogue of books, pamphlets, manuscripts, maps, etc., illustrating the history and geography of North and South America and the West Indies. London, 1865. 8vo.

History :

Bibliography of : Smith (J. R.) 1865. [Same title].

AMERICA (South).

Geography :

Bibliography of : Smith (J. R.) 1865. [Same title].

History.

Bibliography : Smith (J. R.) 1865. [Same title].

AMES (Joseph) Typographical antiquities ; being an historical account of printing in England with some memoirs of our ancient printers, and a register of

the books printed by them from the year MCCCCLXXI to the year MDC. London, 1749. 4to.

AMES (Joseph) Typographical antiquities . . . considerably augmented . . . by William Herbert. London, 1785–90. 3 vols. 4to.

AMES (J.), Herbert (W.), Dibdin (Thomas Frognall), Typographical antiquities; or, the history of printing in England, Scotland and Ireland. 4 vols. 4to. 1810–1819.

ANATOMY:

Bibliography of: Von Haller (A.) Bibliotheca anatomica figuri, 1774–77.

ARBER (Edward) The recovery of lost English books: a suggestion. Trans. Biblio. Soc. (1895–96), iii, 227–30.

ARITHMETIC:

Bibliography of: de Morgan (A.) Arithmetical books, 1847.

ARMORIAL BOOK-STAMPS. See *Book-stamps* (Armorial).

ASHBEE (H. S.) The iconography of Don Quixote. Trans. Biblio. Soc. (1892–93). 1893, i, 123–44.

AUGSBURG:

Printers at, in the fifteenth century: Aldrich (S. J.). The Augsburg printers of the fifteenth century. Trans. Biblio. Soc. (1893–94). 1895, ii, 25–46.

AUSTRIA:

Manuscripts in:

General catalogue of: Meyer (F. A.) Ein Generalkatalog der Handschriften in Osterreich. Centralb. f. Bibliothekswesen. 1896, xiii, 247.

AXON (W. E. A.) A year's use of the *Encyclopædia Britannica*. Library, third series, 1912, iii, 221–29.

DE BACKER (A.) Essai bibliographique sur le livre "De Imitatione Christi." Liége, 1864. 8vo.

BAGFORD (John) (1650–1716. Book collector : Fletcher (W. Y.). John Bagford on his collections. Trans. Biblio. Soc. (1896–98). 1898, iv, 185–201.

BAILEY (J. B.) Medical bibliography. Lib. Chron. 1885, ii, 63.

BARWICK (G. F.) The Lutheran press at Wittenberg. Trans. Biblio. Soc. (1895–96). 1896, iii, 1–25.

— The laws regulating printing and publishing in Spain. Trans. Biblio. Soc. (1896–98). 1898, iv, 47–55.

DE BATINES (Colomb) (Bibliographer), Unedited notes by him, on the libraries of Florence. (1847).

— Pélissier (L. G.) Centralbl. f. Bibliothekswesen, 1898, xv, 33–50.

BERTHELET :

Editions of Statutes of Henry VIII, by : Proctor (R.) A short view of Berthelet's editions of the Statutes of Henry VIII. Trans. Biblio. Soc. (1898–1900). 1901, v, 255–62.

BIBLE. See *Latin Bible.*

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of London. Plomer (H. R.) Robert Copland. Trans. Biblio. Soc. (1895–96), iii, 227–30.

Thompson (S. P.) Peter Short, printer, and his marks. Trans. Biblio. Soc. (1896–98). 1898, iv, 102–28.

of Paris. Macfarlane (J.) Antoine Vérard. Trans. Biblio. Soc. (1896–98). 1898, iv, 11–35.

PRINTERS' MARKS:

Thompson (S. P.) Peter Short, printer, and his marks. Trans. Biblio. Soc. (1896–98). 1898, iv, 102–28.

PRINTING (Bibliography of):

Reed (T. B.) A list of books and papers on printing under the countries and towns to which they refer. Trans. Biblio. Soc. (1895–96). 1896, iii, 81–152.

PRINTING History of:

From commencement to 1500. Panzer (G. W.) Annales typographici ab artis inventæ origine at annum MD., 1793–97.

From 1500 to 1526. Panzer (G. W.) Annales typographici ab anno MDI. ad annum MDXXXVI. continuati, 1798–1803.

In England. Ames (J.) Typographical antiquities: being an historical account of printing in England, Scotland and Ireland, 1749.

Ames (J.) Typographical antiquities considerably augmented by William Herbert, 3 vols. 1785–90.

Ames (J.), Herbert (W.), Dibdin (T. F.) Typographical antiquities, 1810–1819.

— at Freiburg (Switzerland). Holder (K.) Kleinere Mitteilungen zur Geschichte der Buchdruckerkunst in Freiburg in der Schweiz. Centralbl. f. Bibliothekswesen, 1898, xv, 59.

— in Ireland, History. Ames (J.) [Same title as above.]

— in Scotland, History. Ames (J.) [Same title as above.]

— in Sicily (1478–1554). Faber (R. S.) Printing in Sicily. Trans. Biblio. Soc. (1898–1900). 1901, v, 183.

— in South Africa. Lloyd (A. G. C.) The birth of printing in South Africa. Library, third series, 1914, v, 31–43.

— in Spain: Laws regulating. Barwick (G. F.) The laws regulating printing and publishing in Spain. Trans. Biblio. Soc. (1896–98). 1898, iv, 47–55.

— Modern. Jacobi (C. T.) The printing of modern books. Trans. Biblio. Soc. (1892–93). 1893, i, 187–204.

See also *Greek*, Printing of, in Italy.

PRINTING PRESS :
Early representation of. Madan (F.) An early representation of the printing press. Trans. Biblio. Soc. (1896–98). 1898, iv, 239.

PROCTOR (R.) A short view of Berthelet's editions of the Statutes of Henry VIII. Trans. Biblio. Soc. (1898–1900). 1901,v, 255–62.

PUBLISHING :
In Spain, laws regulating. Barwick (G. F.) The laws regulating printing and publishing in Spain. Trans. Biblio. Soc. (1896–98). 1898, iv, 47–55.

RABE (Hugo) Der Palimpsest, cod. i, 31, der Biblioteca communale in Perugia. Centralbl. f. Bibliothekswesen 1899, xvi, 215.

REDGRAVE (G. R.) Some early book illustrations of the Oppenheim press. Trans. Biblio. Soc. (1895–96). 1896, iii, 71–80.

— Inscriptions in books. Trans. Biblio. Soc. (1896–98). 1898, iv, 37–46.

REED (T. B.) A list of books and papers on printing under the countries and towns to which they refer. Compiled by the late Talbot Baines Reed. Trans. Biblio. Soc. (1895–96). 1896, iii, 81–152.

RICHARD DE BURY :
Thomas (E. C.) Richard de Bury. Lib. Chron. 1884, i, 148, 170.
See also " *Philobiblon.*"
See also *Thomas à Kempis.*

RIVINGTON (C. R.) Notes on the Stationers' Company. Library, 1903, second series, iv, 355–66.

RUSKIN (JOHN) Bibliography of. Wise (T. J.) and Smart (J. P.) A complete bibliography of the writings in prose and verse of John Ruskin, 1889–93.

ST. PAUL'S CATHEDRAL :
Bookselling tenants of. Plomer (H. R.) St. Paul's Cathedral and its book-selling tenants. Library, 1902, second series, iii, 261–70.

SAINT-SIMON (Claude Henri, Comte de) Bibliography of (1802–32). Fournel (H.) Bibliographie Saint-Simonienne, 1833.

SCHMIDT (Adolf) Zeilenzählung in Druckwerken : Inhaltsverzeichnisse und alphabetische Register in Inkunabeln. Centralbl. f. Bibliothekswesen. 1896, xiii, 13.

SCOTLAND :
Printing in, History. Ames (J.), Herbert (W.), Dibdin (T. F.) Typographical antiquities ; or the history of printing in England, Scotland and Ireland. 1819.

SHORT (Peter) London Printer (1590–1609). Thompson (S. P.) Peter Short, printer, and his marks. Trans. Biblio. Soc. (1896–98). 1898, iv, 102–28.
See also *Printers' Marks*.

SICILY :
Printing in (1478–1554). Faber (R. S.) Printing in Sicily (1478–1554). Trans. Biblio. Soc. (1898–1900). 1901, v, 183–211.

SLATER (J. H.) Some books on magic. Trans. Biblio. Soc. (1895–96). 1896, iii, 171–193.

SMART (James P.) See *Wise* (Thomas J.) Complete bibliography of the writings . . . of John Ruskin.

SMITH (John Russell) Bibliotheca Americana. A catalogue of books, pamphlets, manuscripts, maps . . . illustrating the history and geography of North and South America and the West Indies. London, 1865. 8vo.

SOCIETY OF ARTS :
Report on leather used for book-binding. Wheatley (H. B.) Leather for book-binding. Library, 1901, ii, 311.

SPAIN :
Printing and publishing in, laws regulating. Barwick (G. F.) The laws regulating printing and publishing in Spain. Trans. Biblio. Soc. (1896–98). 1898, iv, 47–55.

STATIONERS :
of England, noticed in archives of City of London. Plomer (H. R.) Notices of English stationers in the archives of the City of London. Trans. Biblio. Soc. (1900–1), vi (part 1), 29–62.

STATIONERS' COMPANY :
Rivington (C. R.) Notes on the Stationers' Company. Library, 1903, second series, iv, 189–99.

STATUTES :
Of Henry VIII. Berthelet's editions of. Proctor (R.) A short view of Berthelet's edition of the Statutes of Henry VIII. Trans. Biblio. Soc. (1898–1900). 1901, v. 255–62.

STRANGE (E. F.) The writing books of the sixteenth century. Trans. Biblio. Soc. (1895–6). 1896, iii, 41–69.

SUBJECT-INDEXES :
Directories as a guide to compilation of. Pollard (A. W.) A meditation on directories. Library, 1901, ii, 82.
In incunabula. Schmidt (A.) Zeilenzählung in Druckwerken: Inhaltsverzeichnisse und alphabetische Register in Inkunabeln. Centralbl. f. Bibliothekswesen, 1896, xiii, 13.

SUSSEX :

Printing in. Piper (A. Cecil) Notes on the introduction of printing into Sussex to the year 1850 with a chronology of Sussex printers to that date. Library, third series. 1914, v, 256–65.

SWITZERLAND. See *Freiburg*.

THEOLOGY :

Bibliography of. Darling (J.) Cyclopædia bibliographica. A library manual of theological and general literature. 2 vols, 1844.

THOMAS À KEMPIS " Doctrinale seu manuale juvenum." Refutation of plagiarism in " Doctrinale seu manuale juvenum " from Richard de Bury's " Philobiblon " Library Chronicle, 1885, ii, 47.

See also " *Imitatio Christi.*"

THOMAS (Ernest C.) Richard de Bury. Lib. Chron., 1884, i, 148, 170.

— The manuscripts of the " Philobiblon." Lib. Chron., 1885, ii, 129.

THOMPSON (Sir E. M., K.C.B.) The history of English handwriting. Trans. Biblio. Soc. (1898–1900). 1901, v, 213–53.

THOMPSON (Silvanus P., F.R.S.) Peter Short, printer, and his marks. Trans. Biblio. Soc. (1896–98). 1898, iv, 102–28.

TOLEDO :

Provincial Library of. Kukula (R.) Die Biblioteca provincial in Toledo. Centralbl. f. Bibliothekswesen. 1896, xiii, 170.

TOPOGRAPHY (British) :

Bibliography of. Gough (R.) British topography, 1780.

TRÖMEL (Paul) Die Litteratur der deutschen Mundarten. Halle, 1854. 8vo.

TYPOGRAPHY. See *Printing*.

VÉRARD (Antoine) Paris Printer (fl. 1485–1514). Macfarlane (J.) Trans. Biblio. Soc. (1896–98). 1898, iv, 11–35.

VINET (Ernest) Bibliographie méthodique et raisonné des beaux-arts. Paris, 1874. 8vo.

VIRGIL :

Incunabula Virgiliana. Copinger (W. A.) Incunabula Virgiliana : a list of editions of Virgil printed during the fifteenth century. Trans. Biblio. Soc. (1893–94). 1895, ii, Appendix, 125–226.

VOYNICH (W.) On the study of early printed books : notes from a lecture by Wilfrid Voynich. Library, 1903, second series, iv, 189–99.

WEALE (W. H. J.) Bibliographia liturgica ; catalogus missalium ritus Latine ab anno MCCCCLXXV. impressorum. Londini, 1886. 8vo.

— Early printing at Bruges. Trans. Biblio. Soc. (1896–98). 1898, iv, 203–12.

WELCH (Charles) Notes on London municipal literature. Trans. Biblio. Soc. (1893–94). 1895, ii, 49–80.

WEST INDIES :

Geography and History of.

Bibliography of. Smith (J. R.) Bibliotheca Americana. A catalogue of books, pamphlets, manuscripts, maps . . . illustrating the history and geography of North and South America and the West Indies, 1865.

WHEATLEY (H. B.) The present condition of English bibliography and suggestions for the future. Trans. Biblio. Soc. (1892–93). 1893, i, 61–90.

— Portraits in books. Trans. Biblio. Soc. (1896–98). 1898, iv, 128–36.

WHEATLEY (H. B.) Leather for bookbinding. Library, 1901, ii, 311.

— The Early English Text Society and F. J. Furnivall. Library, third series, 1912, iii, 1–21.

WISE (Thomas J.) and SMART (James P.) A complete bibliography of the writings in prose and verse of John Ruskin. London, 1889–93. 2 vols. 4to.

WITTENBERG :

Lutheran press at. Barwick (G. F.) The Lutheran press at Wittenberg. Trans. Biblio. Soc. (1895–96). 1896, iii, 1–25.

WRITING-BOOKS :

Of sixteenth century. Strange (E. F.) The writing-books of the sixteenth century. Trans. Biblio. Soc. (1895–96). 1896, iii, 41–69.

CHAPTER IX

History

I. Introductory

182A. The indexing of historical works is of the highest importance from the point of view of thoroughness and accuracy. Much of the matter with which we have had to do has been opinion and theory. Careful indexing of statement of opinion is most certainly requisite; statement of fact is inexorable in its demands on the indexer's rigid attention to the merest detail. The omission of the record of an event in a persons' life as an entry under his name would certainly spoil an otherwise good index; for instance, if one were to leave out the entry of the victory at Talavera under the Duke of Wellington's name; or again were to make no entry under "Talavera."

183. Every art, every science, has its record of development which we style its history. But the name history, *per se*, is given to that record of the development of mankind from the social, as opposed to the biological, standpoint. This study, with certain limitations, has become a science of itself. Now, in the literature, say, of the fine arts, of physics, of engineering, of electricity, theoretical and practical, of botany, or of medicine, that portion which relates to current progress must of necessity have the higher value, though the broad-minded student of each will en-

deavour to glean what good he can from past records. Still it is to the minority, not to the majority, of workers in scientific literature that past records in science are really useful.

When we turn to the study of history proper, both from the point of view of author and student, all this is changed. The very oldest and earliest records are often of the greatest value, because they are the literary material with which the historian works. And records of all ages must be in a certain sense valuable in proportion as the history of each period is written. Even the chaff of meagre and untrustworthy accounts must be sifted to discover any grains of reliable information.

184. The importance of having ancient and mediæval historical records carefully indexed cannot be over-estimated. Historians so frequently complain of the trouble they are put to in their researches, that one could almost think it worth while that good English indexes should be made even to old chronicles written in Latin, so that searchers may be able to put their hand on the information they want at once. The publishing societies have done excellent work in reproducing or translating good texts, but the value of those texts is doubled when accompanied by really good indexes.

185. Most works on history produced from the time when the English language took its present shape have indexes, but there are many important treatises which, when re-edited, it would be well worth while to index on modern lines. Histories, as we all know, may embrace a lengthy period, or be limited to one comparatively brief; but no matter whether the book be long or short, an elementary manual or an abstruse

treatise, the indexing of its contents in any case demands clear and intelligent execution. Juvenile students need good indexes quite as much as advanced scholars.

186. The indexing of reprints of old treatises issued by publishing societies, lies in the hands of those societies. So long as they do their work in the admirable way in which the general index to *Archæologia* has been produced, they will earn the thanks of all who are engaged either in the study or writing of history.

187. The interests of modern historical essays appearing in various magazines and journals have been well looked after by *Poole's Index* and the *Reader's Guide Index*—that is, so far as the actual substance of the articles is concerned, whether that substance, or essence, be conveyed by the titles or determined by sufficient inspection. But the actual indexing of the contents, sentence by sentence, of these essays, has to be left till the essays of a single author are bound into one volume; this work, as has already been said, deserves the closest attention to detail.

188. Again, in order that no stone might be left unturned to secure the record of such papers both under author and subject, Mr. W. I. Fletcher and his collaborators did excellent work in the production of *The A.L.A. Index to General Literature*, in which they indexed the titles and main subjects of the essays direct from the volumes in which they are collected. The peculiar value of this course is twofold: (1) the worker at history knows that, in nine cases out of ten, if a set of essays be collected and reprinted they must be of some importance: at least, it is fair to presume that they are so, and the ground is cleared by going to a good

source of information at once. (2) It is conceivable that among these collected essays will be found productions of merit which appeared formerly as pamphlets, publicly, or even privately printed, which, unlike the magazine articles, have never had the chance of having their subjects recorded at all.

2. Choice of Subject.

189. Subjects fall mainly under the following heads:

(i.) Names of persons.
(ii.) Names of events.
(iii.) Names of nations, statutes and institutions.
(iv.) Names of places.

Exacting as the actual work must be, the nomenclature of which we have to make use is simplicity itself compared with that required in indexing all those departments of scientific literature, dealing, for example, with biology and physics. Always excepting the names of ancient customs, of social institutions no longer existing, and of antique constitutional and legal terms, it will be found that we shall not have to go through a severe course of study of the terms we use as subject-headings and their relationship to one another. It is closeness of detail, as stated in the introductory remarks, that is so important. Every event in the life of an individual must be recorded under his name. The event also must appear as a separate subject-heading and the name of the person whom it affected should be entered under it. The same course must be adopted with regard to the names of localities. With respect to the entry of names of places, however, it should be remembered that attention has mainly to

be concentrated on events, persons and nations, and on places only as affected by those events, persons and nations. Detailed place-entry is quite right in a great work like *Poole's Index*, *The Review of Reviews Index*, or the *Reader's Guide to Periodical Literature*, where the record of places has a much wider area of relationship, embracing not merely events and persons, but phenomena of almost every class. But history, as we know, is only one department of human knowledge.

190. Some subject-headings will be given by way of illustration accompanied by detailed entries, the arrangement of which will first be discussed and explained.

3. Arrangement of Entries.

191. The inner alphabetical arrangement which has been generally advocated throughout this work—though, as pointed out at the beginning, entirely artificial—has the great advantage of speed of reference. But as in the study of history, chronology, or the principle of treating events in order of time, is one of the most important factors for its right understanding, so in the indexing of facts connected with a person's life, a nation's life, or the life of an institution, the adoption of the same principle should have equal weight.

192. The case of books or monographs in which the facts have to be indexed paragraph by paragraph or sentence by sentence will first be dealt with.

193. Taking as a first instance the Earl of Essex, of Elizabeth's reign, the facts about him fall into two groups, (i) those that have no particular relation to the order of events, (ii) the events themselves, whether his

own actions or the actions of others towards him. His character, political conduct, faults, and resemblance to Buckingham, are general facts; his expedition to Spain, the decline of his fortunes, his administration in Ireland, the ingratitude of Bacon towards him, and his trial and execution, are particular events, all of which are in sequence. The best plan to adopt therefore seems to be to arrange the *general facts or events alphabetically, the chronological events in order of date*, the date to follow the entry whenever possible, and in conspicuous type.

ESSEX, EARL OF (Robert Devereux, 1567–1601).*
character
faults
friendship for Bacon
resemblance to Buckingham

---

political conduct of (1593–96)
popularity and favour with Elizabeth (1593–95)
conversation with Robert Cecil (c. 1595)
expedition to Spain (1596)
pleads for Bacon's marriage with Lady Hatton (c. 1597)
administration in Ireland (1599)
decline of his fortunes (1599)
Bacon's faithlessness and ingratitude to him (1600–1)
trial and execution (1601)

194. Our next example is George Grenville, the statesman. The index quoted gives hardly any general facts about him. The entries all relate to events of

* The page references following the entries and sub-entries are not given, as their addition would here serve no practical purpose; arrangement of such entries being, as explained, the sole reason for which these examples are quoted.

sequence, therefore they will be found arranged chronologically.

GRENVILLE, GEORGE.
character
entrusted with the lead of the Commons during the Bute administration (1761)
supports proposed tax on cider (1763)
nicknamed the Gentle Shepherd (1763)
appointed Prime Minister (1763)
treatment of the King (1763–5)
deprives Henry Conroy of his regiment (1764)
proposes imposition of Stamp Duty on North American Colonies (1764)
triumph over the King (1765)
superseded by Lord Rockingham and his friends (1765)
popular demonstration against him on repeal of Stamp Act (1766)
deserted by the Bedfords (1768)
pamphlet by him against the Rockinghams (1768)
reconciliation with Chatham (1768)
death (1770)

195. The entries under "Long Parliament" comprise but one or two general statements, nearly all being the record of transactions during the course of its existence. It will, therefore, under the method adopted, be found possible to trace the sequence of the Parliament's transactions.

LONG PARLIAMENT.
censured by Mr. Hallam
controversy on its merits

LONG PARLIAMENT (*continued*).
faults of
recapitulation of its Acts

---

first meeting of (1640)
early proceedings (1640–42)
attainder of Strafford (1641) defended
sent Hampden to Edinburgh to watch Charles I (1641)
openly defies Charles I (1642)
refuses to surrender the members ordered to be impeached (1642)
nineteen propositions of (1643)
conduct in reference to the Civil War (1643–44)
treatment of it by the Army (1648)

196. Under the subject-heading "Restoration" (of 1660) will be found certain entries which show that what has been written about it in the essay with which the entries are connected has no reference to the progress of events. Such entries as there are—and they are not many—relate purely to the effects of the Restoration; their arrangement is therefore alphabetical.

RESTORATION (OF 1660).
contrast between that of Charles II and of Louis XVIII (of France).
degenerated character of our statesmen and politicians in the times succeeding it
effects of it upon manners and morals of nations
standard of political morality after it low
violence of party and low state of national feeling after it

197. Some more examples are taken from the index of a well-known text-book of history. The subject-

heading, "Ireland," that is, Ireland from the national and political standpoint, and no other, has been specially selected. Here, if ever, is an instance in which the importance of chronological arrangement is brought out, for all the events stated in the entries refer only to time. The entries under "Lanfranc," "Mercia," "Peasantry," are similarly chronological in nature, and their arrangement is accordingly the same.

IRELAND.
circumstances of its conquest in twelfth century (1169)
struggles there after conquest by Strongbow (1210)
treatment by Henry VII and Henry VIII (1487–1535)
effect of the Reformation in (1535–1551)
effects of the Catholic reaction in (1555–79)
conquest of, by Elizabeth (1598–1601)
revolts in, their effect on Spencer's life (1599)
treatment of, by Strafford (1632). See *Wentworth*
Charles I appeals to Ireland against England (1644)
Cromwell's conquests in (1649–50)
effect on, of Charles II's policy (1667-73)
James II attempts to enrol its soldiers in his army (1688)
William III's conquest of (1690)
position under the Georges (1712–98)
asserts its independence in 1782
state during time of independence (1782–98)
England's difficulty in Pitt's time (1783–89)
rising in 1798
union of, with England (1798). See *Flood ; Grattan ; Pitt*

LANFRANC (OF PAVIA)
enters abbey of Bec (1045)

LANFRANC (OF PAVIA) (*continued*)
opposes William the Conqueror (c. 1060)
becomes William's chief adviser (c. 1060)
summoned to England (1068–71)
reforms of (1068–71). See *Church of England*
assists Rufus to gain the crown (1087)
effect of his death (1090)

MERCIA
colonisation of (570)
paganism of (633–55)
shakes off overlordship of Northumbria (635)
conquests in time of Penda (642)
Chad's mission to (645)
progress great in latter part of seventh century (650–700)
rise of, after fall of Northumbria (685–823)
power under Offa (757–95)
relations to Wales (757–95)
fall of (823–27)
victories over Danes under Æthelred (892)

PEASANTRY
condition in early times
first alterations in (1327–77)
effect on them of Statutes of Labourers (1349)
John Ball preaches to them (1377). See *Ball* (John)
struggle to attain a higher condition (1377)
revolt of (1377). See *Tyler* (Wat)
subsequent struggles after Tyler's time (1381–99)

198. The last selection of subject-headings with entries is taken from a series of collected essays by a well-known historian. The illustrations given, "House of Lords," "Nobility," and "Orange," exemplify what has already been said regarding arrange-

ment ; but the proportion of entries comprising general facts will be found far larger than those embracing chronological events.

HOUSE OF LORDS
choice of officers of
constitution at present
growth compared with that of House of Commons
incidental
how affected by House of Commons
not designed as a second chamber
not essentially hereditary
popular misconception about
present constitution
present powers

---

descent from the Mycel Gemot (c. 500–600)
abolished (1649)
restored (1660–61)

NOBILITY
commonwealths of modern date unfavourable to
contrasted in France and England
definition of
England possesses no true nobility
History
at Athens
at Florence
at Rome
at Sparta
how far the results of conquest
in Slavonic countries
misuse of the name
nature in cities and large states
of settlement and of office

NOBILITY (*continued*)
relation to the British Peerage
to gentry
to Kingship

ORANGE
arch of
becomes a fortress
castle hill, importance of
circus of
compared with Savoy and Switzerland
geography, confusions as to
real position
independence of long date
part of Kingdom of Burgundy
princes of
relations to France
remains chiefly Roman
special history
theatre of

---

foundation and position of the county (900–1100)
principality of (1150–1200)
communal movements at (1247)
encroachment of France on (1349)
— Chalons, princes of (1393–1531)
— Nassau, princes of (1531–1702)
compared with Lichtenstein
final annexation to France (1714)

199. The indexing of occasional historical contributions, which are found scattered up and down in numerous volumes of collected essays and in various journals and reviews, is a rather different matter. We have no longer to do with one writer, who sets himself

the task of detailing events in order of time, but with various writers who treat of any one aspect of an historical character in which they are interested, or who write on disconnected points in the history of some locality or institution. Of course, where any chronological sequence of events can be traced, the arrangement indicated in the foregoing pages should be carried out, only it will be generally found that the entries do not lend themselves to such treatment.

200. The following subject-headings with their accompanying entries are taken from the *A.L.A. Index to General Literature* (Biographical, Historical and Literary Essays). Without a complete list under each of the subjects having been given, enough has been transcribed to indicate the style of indexing. Some of the entries are not necessarily historical, but this is of no material consequence here. The references are not given, but they follow the entries, as would be seen by looking at the original work, that is, the *A.L.A. Index*.

201. Just to touch on detail briefly, the facts comprised in the entries under " Henry VIII " have little or nothing to do with the continuous history of himself or his reign ; hence there is no need for their chronological arrangement. Such entries under " Rome " as are chronological are so placed (Rome *in* 1862, *in* 1870, etc.). " Rome, Siege of: (1849) " might have been set out " Rome *in* 1849 (Siege of)," but it will be noticed that " Siege of (1849) " is followed by " Sieges of," no dates being assigned to this entry. Therefore, two entries that are not merely cognate but absolutely similar need not be separated for the sake of one particular point in chronological precision. " Siege of 1849 " may therefore well remain where the compilers

(for whose system we have in general the highest possible regard) have placed that entry. The entries under "Scotland" do not call for comment.

HENRY VIII (General references to authorities arranged alphabetically).*
Anne Boleyn and the Reformation
Church under
death of
Defender of the Faith
divorce of
literary character of
manuscript sonnets of
military system of
political character of the Reformation of
reign of
Valor Ecclesiasticus

ROME
and its vicissitudes
Campagna of
Churches of
English students at
first impressions of
forum of
recent excavations
in and about
in the carnival
in the fourth century
in the fourteenth century
in 1862
in 1870, occupation by Italian troops

* Chronological arrangement of these general references would have been preferable. The same remark applies to the "general authorities" under "Scotland."

HYDERABAD (DN.)

ROME (*continued*)
in 1871, condition of city
in 1873 (James: *Transatlantic sketches*)
in 1884 (Cust: *Linguistic essays*)
modern
municipal government in
of "The Marble Faun"
old and new
paintings in
reformers in
revisited
sack of
salons of
siege of (1849)
sieges of
society in
spiritual supremacy of

SCOTLAND: (general authorities arranged alphabetically).
and the Scotch
Bibliography
Borders of
Burton's History of
Calvinism in, intolerance of
Church of, disestablishment of
disruption of
history of
poets of
secession from
Church tendencies in
Covenanters of
Crown of: relation to the Crown of England
early fortifications in

SCOTLAND (*continued*):
early poetry of
educational difficulties in
field preachers of
heart of
Heirs of the Blood Royal
hindrances to agriculture in, in the eighteenth century
lakes and mountains
movement of religious thought in
nationality of, preservation of
old Parliament of
physical features of
rebellion of in 1745, suppression of
restored
rivers of
summer days in
travels in
trip to

202. The following are mentioned as useful examples to be followed in compiling indexes to works of history:

(*a*) *For exhaustive treatises:* the indexes to the *Calendars of State Papers.* Personal experience has proved their value as a means of obtaining information as to any particular event, however minute.

(*b*) *For general histories:* the index to John Richard Green's *History of the English People, edited by Mrs. J. R. Green and Miss K. Norgate,* 4 vols. (1892). Reprinted, 1905: a full, and at the same time, concise compilation.

(*c*) *For histories dealing with a special period:* the index to Macaulay's *History of England, edited by Professor C. H. Firth,* 6 vols., 1913–15. (With illustrations including portraits.) This index occupies nearly one hundred pages. It was specially compiled on

account of the original index not being considered complete enough, though it must be said that the earlier compilation was really a very good one. This new index is of course a perfectly valuable work of reference; it contains, amongst other things, full allusions to the many portraits illustrating the volumes of the *History*.

CHAPTER X

Biography

203. History and biography possess many features in common. Both deal with past events, and the central subject of biography always is, and of history sometimes is, a single person. In a history embracing a given period, records of the lives of various individuals must necessarily appear and the biography of a man of letters or of a statesman must involve a rehearsal of events occurring during his lifetime and even preceding and following it. If an attempt is made by the writer of the biography to explain the interaction between the man's life and the events attending it; in other words, to trace the connection between his thoughts and deeds and those of his fellow-men, and to see how far his life and character influenced current opinion and action, that author's work becomes a history quite as much as a biography: this is illustrated by numerous accounts of lives given in the *Dictionary of National Biography*.

204. On the other hand among well-known works of history contain important biographies that appear in them: the life of William III in Macaulay's *History of England* is one case in point; Robertson's *History of the Reign of Charles V*, and W. H. Prescott's *Ferdinand and Isabella* are other instances. Therefore, as these two forms of literature—History and Biography—are so closely connected the directions which have been

given in the preceding section apply as much to the indexing of biography as of history.

205. Indeed, the application of these rules is still more necessary, as many more biographies and memoirs are published than systematic historical treatises. It has been said with some degree of truth that the number of biographies and memoirs that appear from the press is in inverse proportion to their literary value, and a criticism on the same lines holds good of many of the indexes that accompany them. Too often these indexes are little more than an alphabetical list of names unaccompanied by facts or data relating to the persons mentioned.

206. The first question for consideration in indexing a work of biography is that of entry under the subject of the biography. The opinion has sometimes been expressed that when a book is written upon a particular subject, whether that subject be a person or a thing—entry under the main theme is unnecessary. Such a principle is not open to objection, but its application rarely works out in practice. For the user of a book naturally looks in the index for entry under the main subject of interest. Suppose the book in question to be the biography of any one of the great men of the past century, say Gladstone, Lord Beaconsfield, Tennyson or Ruskin, information would certainly be sought under their names and looked for under the general sub-headings of "abilities," "character," "conduct," "education," "personal appearance," and so forth. None of these sub-headings should appear as separate main entries in the index; they should be placed under the name of the subject of the biography. At the same time the information here given should not be needlessly diffuse.

207. It is equally important that the name of everyone of significance mentioned in the biography should be given in the index, the name to be followed by the fact, incident, or opinion connected with the person mentioned. Sometimes the index has to be a very abbreviated one. In such a case the name only need be given, followed by the page reference, but this is not a good practice, and is one that must only be regarded in the light of a concession to the publisher's desire to reduce printing expenses.

208. Again, as in the case of history, the names of events, whether political, social or literary must appear as subject-headings. This may be illustrated by a few examples which will be best expressed in the following table. They are only quite simple instances, but are chosen with the view of pointing out that in the indexes to any biography there should be entry under the names of all events or persons of general importance associated with the subject of the biography.

W. E. GLADSTONE:
Bulgarian Atrocities
Finance
Free Trade
Greece, Modern
Home Rule for Ireland
Homeric Poems
Irish Church Disestablishment
Oratory and Oratorial Ability
Russo-Turkish War

WILLIAM MORRIS:
Burne-Jones, Sir E.
Kelmscott Press

WILLIAM MORRIS (*continued*):
Pre-Raphaelite Movement
Rossetti, Dante Gabriel
Ruskin, John
Socialism
Typography

LORD PALMERSTON:
China, War with (1840)
Crimean War (1854–55)
French Revolution (1848)
Slave Trade, Suppression of

RUSKIN, JOHN:
Economics
Painting, History of
Pre-Raphaelite Movement
Socialism

209. When the subject of a biography—as very frequently happens—is an author, the books he has written will naturally be discussed in the memoirs. The titles of these must appear as subject-headings in the index. They should also be entered under his own name unless a bibliography of his literary contributions is appended at the end of the book.

210. One of the most important points connected with the indexing of biographies relates to correspondence. In short biographies or obituary notices, such as those published in journals or newspaper columns, this matter does not arise as letters are not included. But in extensive memoirs inclusion of correspondence is nearly always the rule. Indeed, if the letters of the subject of the biography were omitted from its pages, much information of value would be lost and the

personal note of the man's life and character would be lacking. Therefore in the index under the name of the subject of the biography there should be two sub-headings: (*a*) "letters from, to . . ." followed by the name of the person to whom the letter is written, and (*b*) "letters to . . . from," followed by the name of the writer to the individual who is the subject of the biography. Entry should also be made under the names of recipients of letters from the subject of the biography, and under the names of those who wrote to him.

211. As modern and contemporary names occur so frequently in biographies, their entry and mode of expression requires the same amount of care as would be bestowed upon them when occurring in an ordinary library catalogue. For this purpose the Cataloguing Rules of the Library Association and of the American Library Association as well as those of the British Museum deserve careful study. Two or three points regarding names deserve special attention being drawn to them: (*a*) Sometimes the man whose life is written receives a knighthood, or receives or inherits a baronetcy or a peerage. Here it is usual to make the entry under the latest style by which he is known, for example: CURZON OF KEDLESTON, MARQUESS, who during his earlier political and administrative career was George Curzon, M.P. But in this matter no hard-and-fast rule can be laid down. Two or three well-known instances will illustrate this. SIR JOHN LUBBOCK was created LORD AVEBURY, but it was under the first name that he was far better known, therefore the preferable entry would be LUBBOCK, SIR JOHN (Lord Avebury). On the other hand SIR WILLIAM THOMSON,

afterwards LORD KELVIN, is known generally by his peerage-title, consequently the entry should be KELVIN, LORD (Sir William Thomson).

(*b*) Persons other than the subject of the biography who are mentioned in the book, and who receive or inherit some distinction which entails change in their designation: for example the late EARL OF OXFORD AND ASQUITH. As he was a commoner for the greater part of his life, at any rate during his active political career, entry under the original name ASQUITH, RT. H. H. (Earl of Oxford) would be best. If, again, in any book of this kind references are made to the EARL OF BEACONSFIELD, and these references relate solely to acts in his life before 1876, when he was raised to the peerage, entry under his name as a commoner would be quite correct: DISRAELI, RT. HON. BENJAMIN, with the addition in a parenthesis of "Earl of Beaconsfield." But if the period covered by that book extends beyond the date just named the entry should be under BEACONSFIELD, RT. HON. EARL OF (Benjamin Disraeli).

Women who write under their original single names and who afterwards marry, are many in number. Their mode of entry should be under the name by which they are best known, which at the present day happens to be the single one. In the index to Macaulay's *Essays*, Frances Burney is entered under her married name, D'ARBLAY, MADAME. This of course is literally correct, although it must be remembered that her best work was done before she was married. There is also the singular instance of CHARLOTTE BRONTË. That is the name of course under which all information regarding her in an index should appear, though her first work appeared under the pen-name of

CURRER BELL. Under her married name of Mrs. Nicholls she is practically unknown.

In the earlier part of this book some remarks are made about entry under pseudonyms, which relate to the case of authors occurring in indexes to *General Periodical Literature* (see). The instructions there given hold equally good here. The entry of an author writing under a pseudonym is perfectly admissible under that of the pseudonym if it is the better known designation. The often-quoted example of GEORGE ELIOT is a sufficient case in point. Although practically all her writing was done when she was MARY ANNE EVANS, that name is unknown to the general public. Still less so is her married name of MRS. CROSS which was hers only during the closing years of her life.

In the foregoing instances enumerated in this paragraph there should be cross-references from the less-known to the better-known names.

Arrangement of Sub-Entries

212. All that has been said upon this point in the preceding chapter (History) applies equally in the department of biography. The majority of facts to be indexed are related to time; consequently it will be found that the sub-entries following the subject headings (either the names of persons or of events) fall into a chronological sequence. On the other hand, as in the case of history, there is nearly always an assemblage of general facts about a person not related to time, and these of course can be arranged alphabetically under his name, indeed it would be misleading to place the sub-entries referring to them in chrono-

logical order. This has been fully explained, with illustrative examples, in the history chapter.

Models for the Compilation of Indexes to Biographies and Memoirs

213. The failure to issue indexes to the volumes of the *Dictionary of National Biography* as they came out was a distinct omission and a great opportunity lost. The "Epitome" volume published later is an inadequate substitute for an index. Just the main incidents are contained in the epitome of each person's life and, from the nature of things, no further information is possible. The so-called index issued with the supplementary volume recently published is only a long alphabetical list of all those whose lives have appeared, together with dates.

214. The "Lives" themselves contain, generally speaking, abundant historical and literary information, and the way to extract this information by means of an intelligently compiled index has already been pointed out. An index should have been issued with each volume of the *Dictionary* as published, and a general or cumulative index issued at the end of every ten or even twenty volumes. Had this work been carried out on the lines of the indexes annexed to the series of Calendars of State Papers, a suitable standard would have been set and an efficient guide obtained for the index of biography.

215. The index to an early edition of Boswell's *Life of Samuel Johnson* (4 vols.), 1819, is useful so far as it goes, but this is not to be compared with the exhaustive compilation that accompanies the edition of Dr. Birkbeck Hill, published in 1887 (6 vols.). The

index which occupies the greater part of the sixth volume of the "Life" was made by Dr. Hill himself, and, as the writer of his memoir in the *Dictionary of National Biography* says, it is a monument of industry and completeness. The one defect noticeable is the failure to place the events of Johnson's life and those of the lives of his contemporaries—Oliver Goldsmith, for example—in chronological order. In all other respects the index is a complete guide to everything connected with Dr. Johnson's life.

216. Another index likely to be valuable to those interested in the history of the advances made in botany, and incidentally in biology and geology, during the nineteenth century is that attached to the *Life and Letters of Sir Joseph Dalton Hooker* by Leonard Huxley, The life of Hooker was linked up with that of Darwin and with those of other investigators of greater or less importance. The index, which is very exhaustive, contains numerous entries under the following well-known names in various departments of science in the nineteenth century: "Cuvier"; "Darwin, Charles"; "Darwin, Sir Francis"; "Dawson, Sir J. W."; "Foster, Sir Michael"; "Gray, Asa"; "Henslow, J. S."; "Herschel, Sir John"; "Humboldt, Alexander"; "Kelvin, Lord."

There is a remarkable series of sub-entries under Hooker's own name, representing the last word of minute arrangement.

217. The *Life of Sir William Osler* by Harvey Cushing is followed by a long index of value from the literary, scientific and medical standpoint. It is not so detailed as the index to Sir Joseph Hooker's "Life," but it is full of useful references to the information contained

in a striking memoir of one who was not only a great physician but a great bibliographer. The following is a list of the sub-headings under Sir William Osler's name :

OSLER, SIR WILLIAM
- Biography and chief events (*arrangement chronological*)
- Iconography
- Personal characteristics, relations, etc. (*arrangement alphabetical*)
- Addresses (*arrangement alphabetical under titles*)
- Library (*Bibliotheca Osleriana*).

218. Except among a limited circle, the *Memoir of Henry Bradshaw, Fellow of King's College, Cambridge, and University Librarian*, by G. W. Prothero (1888), is now probably not much read. Yet the bibliographical and literary value of this biography is great, and the serviceable index which accompanies it renders that value greater.

CHAPTER XI

Preparation of Literary Indexes for the Press

219. Many indexes are prepared upon manuscript which is not preserved. These embrace the indexes to all sorts of periodicals, serials, and all book indexes.

220. If it is proposed to preserve an each year's or each volume's index as (1) a permanent record for use in the library or office as the case may be, (2) as the material for a future cumulative index extending over several years, this end is best accomplished by cutting up each year's printed entries and pasting them on cards.

221. The compilation of an annual index may or may not be a matter of speed and urgency. The work can be done month by month, or week by week, according as each issue of the journal appears; and this is a decided advantage, because in proportion as this is the case the greater will be the thought and care bestowed upon it. Frequently, however, leisurely compilation is impossible. Circumstances will not permit of the task being undertaken as each part is published. "Needs must" when occasion demands it; but procrastination should be avoided as much as possible, since methodical progressive indexing is easy when pages or sections are numbered, and the labour is lighter and better done when the task is not complicated by an accumulation of arrears.

222. But with books or publications such as the transactions of learned societies, which have to be passed rapidly through the press, the case is different. Sometimes an attempt is made to index the contents of books in the galley-slip stage. There is little saving of time in doing this. It is far better to wait till the book is made up into sheets, when the author's corrections, and in the case of illustrations, the blocks have been inserted. If any portion of the index has been done before making up into pages, every reference must be carefully checked to ensure that the changes caused, even by one small alteration, have received due attention and are correct as they stand.

223. The haste with which it is necessary to compile book-indexes has led to attempts being made to facilitate their rapid production. The late Mr. J. D. Brown in the earliest *Manual of Library Economy* (1903) (sect. 368) proposed a method which he claimed to be the most expeditious known. It will be best to describe it in his own words:

> "There is no mechanical system of book-indexing known to us at present, the contrivances sold by stationers being chiefly holders for correspondence, or thumb indexes for ledgers, and similar business books. The common method of book-indexing is to write the headings or topics on slips or on long sheets of paper, repeating the headings over and over again, and sorting them alphabetically when the work is finished. It is a terrible task dealing with great masses of little slips, or cutting up and sorting the written sheets, as it practically means handling each item dozens of times, and keeping the whole alphabet in mental review. A simple method is as

follows: Procure a stepped or thumb index holder of folio size and place ruled folio sheets in each alphabetical compartment. Most stationers keep several varieties of such cut sheets marked with the letters of the alphabet. If the index is likely to be a very large one, running to over a thousand entries, it will be as well to have sheets marked for all the ordinary alphabetical sub-divisions—Ab, Ac, Ai, Al, Am, Ar, As, Ba, Be, Bi, Bl, Bo, Br, Bu, By, etc. These are to be kept in the index-holder in strict order and ruled in two columns, the left-hand one to be used for entries, and the right-hand one for additions, when congestions occur. The indexing is done by writing each topic with its reference page, on the left-hand column of the sheet which is nearest to its alphabetical order, 'Black' going on sheet Bl, 'Borrow' on sheet Bo, and so on, making due space allowance for third and fourth letters upwards, as Bob, Bog, Bom, Bor, etc. The repetition of identical topics is easily prevented by a slight exercise of memory, and by glancing over the headings on a sheet before making a fresh entry. The slight loss of time caused by the necessity of turning up a certain sheet before entries can be made, is amply repaid in the enormous saving effected in the final revision and sorting. Scarcely any editing is required, and the repetition of topic headings is almost completely avoided; the simple addition of a new page number to an already existing entry being all that is necessary. When the final alphabetization is undertaken, it is only necessary to cut up, arrange and paste down one sheet at a time. In many cases even this small labour is not required. During compilation it will be found a great advan-

tage having such a rough, but accurate and fairly close, alphabetical arrangement to which reference can be easily made. After trying slips and sheets written in random order as page by page was indexed, we have no hesitation in stating that the method described is the best, quickest and most accurate of the three."

224. This is an excellent attempt to solve a troublesome problem. So long as the index is a simple one, that is, an index in which there are but one or two, or at most three, entries under one subject-heading or under one name, this plan may be safely recommended solely on the score of the necessity of saving time. Alphabetical lists of names, or anything of the nature of a directory, may advantageously be compiled in this way, especially when the troublesome factor of cross-references has not to be reckoned with. Productions of this sort have often to be printed and published rapidly, so many letters of the alphabet at a time, and here the value of the method which enables the index to be compiled in progressive stages, is evident. Still, it must be borne in mind that the method of compilation is based upon the non-expansive principle, and it is not one that can be recommended for use in making the detailed indexes so often required for books dealing with scientific and technical subjects. Even the right-hand column which Mr. Brown proposed may be insufficient to prevent congestion of entries ; it may be used up by all sorts of unexpected subject-words and names. The only way of obviating this difficulty is to go through the matter to be indexed, marking every word that should be taken, and then making a rough list of everything required for entry under the letter

B, for instance. In this way it will be possible to find out whether one or more sheets will be required for Bl, and how much on the right-hand column will be wanted for Bor, Bos, and so forth.

But to take all this trouble involves loss of time, which the method above described sets out to save. As the foregoing assertions deserve proof, a few topical headings, with sub-entries in illustration, are here given. They are taken from an old index, which, up to its lights, was a very good one, but the sub-entries have been re-arranged alphabetically on the system of *Poole's Index.*

ARTISTS :
industry insufficient to create
invisible world not within province of
irksomeness of, in filling up details of their pieces
meeting of, at Madame Geoffrin's house
necessity of, to cultivate their minds in order to obtain eminence
of Ireland, doubts of their ability
why most liable to insanity

AURORA BOREALIS :
effects on animals at borders of Icy Sea
heat given out by, in Polar Regions
insufficiency of explanation of its resemblance to discharge of electricity
intensity, cause of
noise emitted by
crackling nature of
origin
parallelism of its beams with the dipping needle.

AUTHORS :
by profession, origin of

AUTHORS (*continued*):
causes of maladies of
lines descriptive of illiberal criticism on
proposal of employing in editing "Remains"
tax for relief of, in France.
triple division of
writers from *ennui* a fourth species of

AWE RIVER:
tremendous Alpine scenery on banks of

AYOU-DAG:
topography of

225. Now it is quite obvious that for "Artists," "Aurora Borealis" and "Authors," a very considerable space on the respective sheets would be wanted. In the preliminary disposal on paper of the sub-entries from their original pagination-sequence to that of definite alphabetical arrangement the very method that Mr. Brown recommends has here been used on a small scale, and for this reason; all the sub-entries are before us, and one can almost exactly estimate how much space they will require. But suppose the index is in course of making. How can we tell that as much space will not be required for "Awe, River," or "Ayou-Dag?" though, as a matter of fact, it turns out that there is but space for one entry needed under each main heading. The whole thing is uncertain while the work is in progress.

Again, unless extreme care be taken confusion would be likely to arise from accumulation of sub-entries. They would have to be crammed in somehow under a main heading, and, despite careful forethought, room for them might be next to impossible. Supposing there be room, they should be written at even intervals;

space however may not allow of this. Getting them into their proper order by means of guiding lines and by encirclement of words and sub-entries for transposition is a most troublesome task; and here, once more, time is lost.

226. The only plan left when dealing with complicated, as opposed to single entry, indexes appears to be the following: write the entries one after another, repeating the subject-headings, where required, exactly as if one were writing permanent index entries on cards. If the same sub-entry recurs, it, too, must be repeated.

227. The material for writing all these entries upon is the next consideration. Formerly, quarto paper was used. The sheets were divided into single leaves, and each leaf folded into four equal divisions. Upon each of these divisions an entry was written, and each of the divisions was separated so as to form a single slip: all the slips thus made were set aside for editing and sorting. It quite is possible that where no other material is available this simple though cumbrous method may still have to be employed. But its use has long since been superseded by a more time-saving device. Packets of ready-cut slips are now sold: they are generally made up parcels numbering 1,000 slips, the length and breadth being 5 by 3 inches.

Although it is generally possible to obtain the sheets of a book for indexing as they are being passed through the press, it not infrequently happens that there is a sudden demand for an index, to be made in the shortest possible time after the sheets have all been passed by the author for printing. In such an instance—which really should not occur, as the question of adding an index ought to be decided directly the

manuscript goes to the printer—it is often impossible to sit down at a table and write the slips orderly and methodically in ink. Personal experience has shown that, in an emergency like this, the use of the smaller sized perforated blocks of memorandum tablets or telephone-jotters for writing the slips upon, answers perfectly well. These blocks generally contain from 50 to 80 leaves and are about the size of the ordinary indexing slip or card. In this way the entries can be written rapidly in pencil: most printers accept indexing MS. in pencil so long as it is written clearly. Of course it is understood that the slips contained in the tablets must be written upon sideways or lengthwise, not vertically, as for memorandum purposes.

228. The arrangement of sub-headings and sub-entries has already been demonstrated and discussed (see pp. 53, 83), but before the result as it appears in print can be obtained, the material which has accumulated must be carefully edited. Sometimes the index has to be made and arranged without assistance; under such circumstances revision is an easy matter. When the book or the journal to be indexed runs to several hundred pages the help of a skilled colleague or in times of pressure that of a less skilled assistant, becomes a necessity. Provided that careful instructions are given to those who are aiding in the compilation to adopt a uniform plan in carrying out the work, little time need be wasted in correcting or remaking unsuitable entries, or in eliminating unnecessary ones. But this is a possible event, the occurrence of which has to be reckoned with, and in view of it a sufficient margin of time should be allowed for revision.

229. After the revision has been completed the slips should be arranged in rough alphabetical order,

if possible on a cardboard diagram lettered as shown on the following figure.

A	F	K	P	U
B	G	L	Q	V
C	H	M	R	W
D	I	N	S	X
E	J	O	T	Y, Z

The use of this diagram was first recommended by Mr. F. B. Perkins, of the Boston Public Library.* The original description is here altered a little, and the actual construction and sale of such cardboard diagrams, with the express purpose of their being useful to indexers is well worth while. Mr. Perkins maintained that the divisions indicated facilitated rapid sorting, the equal partition into the square of four or five symmetrical rows being an aid to memory.

230. Arrangement of slips: (*a*) *Indexes required for immediate publication.* These constitute by far the greater number. It has already been explained that provided it is clear the "copy" for these need not be very elaborate. In fact there is generally but little time to make it so. It is generally known that the following letters of the alphabet are usually the heaviest —that is, have the greater number of entries under them—in the majority of indexes: A, B, C, H, M,

* *Public Libraries in the United States of America* (1876). F. B. Perkins, "Book-Indexing," p. 730.

P, S; next in order come G, L, T. But everything depends on the subject, and any one letter—K or Q for example, which have very few entries in the ordinary run of indexes—may be exceptionally heavy. The essential point to remember, however, is the following: this close sorting of the slips must be done methodically; entries under B or G, for instance, cannot be arranged upon a system of haphazard insertion. All slips under the first letter—vowel or consonant—following B—Ba, Be, Bi, Bl, Bo, Br, Bu, should be got into order. This is a comparatively easy task, but the next under the third letter—Bac, Bad, Bag and so onwards, is a more laborious undertaking. The same principle has its application under all the other letters of the alphabet, only to save unnecessary elaboration it may be pointed out that where there are few entries under any one letter, arrangement on the basis of two letters deep will involve no loss of time. (*b*) *Indexes of Journals and other publications not immediately required for printing.* The index to a journal, newspaper or report of a department is not always wanted for printing at once, but it is a great advantage to have the slips relating to all the matter serially published, or passed for press, filed ready for reference. They should be interpolated as this work proceeds; each set of slips for interpolation must be in strict alphabetical order.

231. Before the MS. of the index is sent to the printers, the repeated main subject headings and sub-entries must be carefully erased by pencil, and every slip should be numbered.

There are some who still suppose that pasting down of the slips on rough paper is necessary, but this is a great waste of time. Numbering the slips is a speedier

and cleaner operation, and it answers equally well, as regards results at the printer, for if the numbering be accurate a lost slip will at least be missed, and the responsibility for its loss will rest with the printer. Its rediscovery need not be an insuperable difficulty. Methods, however, have to be judged by the results of experience, which in my case is this: I have *never known a single slip* to be lost by the printer. Whereas, the paste and the rough paper on which the slips are pasted much increase the bulk of the material for printing, which is a consideration where the parcels have to go by post. Of course, in some cases there is no choice; if so, the use of good paste is decidedly preferable to that of gum, which soils the hands, and generally has a sour and offensive smell. Two or three strokes of the brush down the sheet will be enough, and the slips should be laid on in sequence, slightly overlapping if possible.

Great care should be taken to send accurate manuscript to the printer, and everything in it arranged so clearly that there can be as few misunderstandings as possible on the part of the compositors. Under all circumstances index-printing is as about as expensive as any printing can be; for the matter is indented, or should be, and various "sorts" of type are often required. Disputes as to whether corrections on the proof are due to the printer's oversight or the compiler's can be easily settled, by marking the corrections of printers' errors with a tick or cross in blue chalk; but all this takes time, the loss of which may very well be avoided by a proper revision before the manuscript is sent away.

232. There is no better way of setting up an index than by careful indentation of sub-entries, and entries

subordinate to these, and no worse way than by "running on" the sub-entries and those further subordinate in *one column*, which causes much confusion of understanding. The use of "rules," and dashes to indicate the sub-entries is preferred by some printers; other printers define the sub-entries by the insertion of one, two or three *em* spaces. The use of a single or a double column for the print must depend on the width of the page. To save space, double columns are usually preferred.

Such are the precautions, few but important, necessary for observation to ensure the safe passage of an index on its trying journey through the press.

233. Lastly, whatever style may be chosen, consistency is indispensable. A change of method cannot but be dangerous, and inconsistency must seriously diminish the value of an index, no matter how excellent it may be in other respects.

CHAPTER XII

Indexing Price-Catalogues

234. Hitherto we have been considering indexing solely in the light of a guide to literary knowledge. Now we have to determine how far it may be made the instrument of commerce, for a commercial index or inventory is as important to a business man, as is a literary index to the ordinary student or man of letters.

235. As books themselves are bought and sold just as much as anything else, the first few remarks will relate to reform in present methods of producing booksellers' and auctioneers' catalogues.

It is very hard to grasp the principle upon which the majority of booksellers' catalogues are compiled. As a rule the titles of the rarer and more valuable publications are set out in large type on the front page. This, of course, is quite in order, as a business man naturally wishes his highly-priced goods to catch the eye of his wealthy customers at once; but, with this exception, there seems to be no method. Some of the books are catalogued under author only, some under the subject only, and others under form alone. The arrangement most frequently adopted appears to be alphabetically under author, with groups of books interspersed under particular subject or form headings, to which, for sale purposes, particular attention is needed to be drawn. To make such a catalogue really useful to all classes of customers, all the books should

be entered under the authors' names, and brief subject and form entries should either be made on the principle of a dictionary-catalogue, or comprised in a separate index at the end. The section on the indexing of bibliographies which appears earlier in this work will give some idea how this should be done.*

236. As for book-auctioneers' catalogues, they are arranged upon one simple but antiquated principle, the books being classed under sizes alone, "octavo et infra," "quarto" and "folio." Entry is uniformly made under author, it is true. Many of the books are not catalogued at all, being grouped under "lots." Exigencies of time and space, and the small value of many of the works offered for sale, excuse this want of thoroughness in description. But at the same time all the more important books catalogued under the authors' names ought to be entered briefly under their subject or form, for although it is assumed that intending purchasers will examine the lots, either personally or by proxy, sufficient information should be given about the books to enable those prospective buyers to judge of their merits by mere description.

237. Price-catalogues of material articles of commerce will be either general or special, according to the nature of the goods sold. General, as in the case of stores and emporiums such as Whiteley's, Harrod's and Selfridge's and those of the Co-operative Societies and Supply Associations. Special, as in the instance of any one single trade or manufacture, such as that of a draper, stationer, provision merchant, or brass founder.

* Recently, however, the need which I stated in the first edition of this book appears to have been realised, as several booksellers are now remedying the defect by supplying quite useful subject-indexes with their catalogues.

238. To gain a clear idea of the principles of subject indexing, the compiler will do well to make a thorough study of the section on Subject-indexing of General Periodical Literature appearing earlier in this manual (Sections 19–61). The chief difference between the two kinds of indexing is this : that whereas the literary indexer's entries are largely made up of facts and opinions, those of the commercial indexer consist almost solely of the names of things. The number of single names (simple substantives) is remarkably small. Anyone who meets with the words "Macaroni," "Macaroons," "Nutmegs," simply enters those words with the page-reference. But if one sees "Almond Oil," "Salad Oil," "Olive Biscuits," "Olive Oil," "Orange Wafers," "Orange Bitters," that single task becomes a double one, and we enter under "Almond" and "Oil" "Salad," and "Oil," "Orange" and "Bitters," and so forth. In literary indexing, choice of entry has often to be made, in which case it is usual to select the specific words "Salad," "Orange," instead of the generic terms "Oil" and "Bitters," with cross-references under "Oil" and "Bitters" to "Salad Oil" and "Orange Bitters."

239. But the users of indexes to trade catalogues are not as a rule students ; they are drawn from a class of persons who do not want to be troubled with looking twice for a thing. Some one wants a motor coat—and wants to know the price of it in a great hurry. His intelligence may be at fault for looking under "Coats" first before "Motor Coats" but that is not our concern. We have to provide for the possibility of his so doing. And if this argument applies to the customer not in the trade it has still stronger force in the case of the outfitter's buyer, who has his own and his employer's

time to consider. And the same thing may be said of "Salad Oil" and "Orange Bitters" and any other double term you choose to think of. As said above, this double entry is facilitated by having the names only and the page to provide for.

240. When the name of an inventor, patentee, proprietor, or manufacturer, is associated with that of an article or preparation, entry should always be made under it, for instance: "Colman's Mustard," "Condy's Fluid," and "Pears' Soap."

241. Laudatory expressions, such as the "perfect," "perfection," "triumph," which become woven into the name of an article, may generally be omitted with safety. Each substance of merchandise on the market "has no rival" or "is the best" in the eyes of the proprietor or manufacturer; but it is for the retailer or the public at large to find that out, and prove the truth of the statement. Of course, if the manufacturer issues a catalogue of his goods, he may direct the indexer to insert these expressions, and there the matter rests. But I am assuming the more general instance of a catalogue emanating from a firm or company offering for sale the products of various commercial undertakings.

242. "Universal," however, though a phrase distinctly designed to catch the eye of the public, has become to a great extent part of the name of various articles of commerce; it is not easy therefore to dispense with its entry in indexing, "Universal Ratchet," "Universal Trunks," "Universal Vaporiser," for examples. The arrangement of sub-entries under the subject-heading will be strictly alphabetical, in accordance with the plan of *Poole's Index*.

A useful actual example is offered in the following:

ELECTRIC Appliances
Batteries
Bells
Billiard Table Light
Block
Candlesticks
Contacts

ELECTRIC Fan
Flashlight
Floor Lamps
Fluid
Gas Lighters
Hair Brush
Heating Utensils
Indicator

243. We conclude this section with a word of warning. When commencing-words with more than one meaning are used as headings, the headings should be repeated with the change of meaning. This elementary point is frequently neglected, not only in price-list indexes but also in those claiming to be of a literary nature. The following are ordinary examples:

CORN Bins
Crushers
Flour
LIME Cream
Cylinders
Water

CORN Extirpator
Knives
Plaster
LIME Fruit Tablets
Juice
Wine

CHAPTER XIII

Compilation of Directories

244. "That plain man of business, the Directory Maker, shows us how myriads of names of people, and of streets and occupations can be dealt with, and made easy of reference by the two great principles of (1) using the alphabet as the ultimate method of arrangement, and (2) lightening the strain on the alphabet by accepting any other means of preliminary classification which can be readily understood. Let us all study our directories!" * The foregoing passage concludes an interesting article the purpose of which is to enforce the application of the method upon which directories are compiled, to that of making library catalogues. It is remarkable to note how small is the proportion of complaints levelled at directories by the general public, compared with those aimed at catalogues and indexes. But though such a fact may occasion remark it ought to excite little wonder when once its cause is rightly understood. The truth is that the directory maker has cultivated the art of finding out exactly under what headings his searchers are likely to look, whereas the cataloguer and the index-compiler too often arrange their entries under those headings which they consider readers and students ought to consult.

245. If the method of the directory-maker is applicable to library catalogues and literary indexing, it is naturally the idea one for business purposes.

* Pollard (A. W.). *A Meditation on Directories.* Library (new series), 1901, ii, 82–90.

It will be shown later on how the card-system of indexing names, localities and articles in houses of business has ousted the ledger and alphabetically stepped index-book from their time-honoured stronghold. This is duly explained in the last chapter, Chapter XV, in "The Card-indexing System and Filing of Correspondence." All that is here needed are a few words explaining the order in which the cards containing names of persons, occupations and localities should be kept in private business directories.

246. For the name-index, and the customers' index, which are kept in all houses of business, the best models to follow are: (1) the Court and Commercial Directories as set out in Kelly & Co.'s well-known compilations, (2) the Telephone Directory. These models will be found equally useful for any kind of indexes consisting of names of persons, such as (1) the policy index in an insurance office, (2) alphabetical lists of clients' names in banks containing their signatures for cheques, and followed by their addresses, (3) lists of parliamentary and municipal voters.

The arrangement of individual names is a simple matter, for anyone is equal to sorting cards containing names as follows:

Blake, Charles
Blake, John
Blake, Martin
Cook, Joseph
Cook, Matthew
Cooke, George
Cooke, Robert James.

* The first chapter of Part III should be studied simultaneously with this one.

It should be noted, however, that when there are several individuals enumerated all bearing the same name, the names of the trades or professions following the names of the individuals are arranged alphabetically. Thus "John Smith, accountant" comes before "John Smith, bootmaker."

But when it comes to the arranging of names of firms and companies more care is needed. These should all be placed before the individual names in the order which the following example illustrates:

White, Brothers
White & Brown
White, Charles & Co.
White, James & Co.
White, Matthews & Co.
White, Norton & Co.
White, Samuel & Co.

The names of all institutions should be placed under the first word not an article:

Royal Geographical Society (The)
Royal Society of Miniature Painters (The)

"North," "South," "East" and "West" are the commencing words of numerous companies and institutions. They are also surnames to a limited extent. Where they occur as surnames, they should follow all the company and institution entries, unless they are the surnames of firms, in which case they are merged with the companies, thus:

South Indian Railway Company
South, Linton & Company
South London Dwellings Company
South, James
South, John

Certain names are common to localities and persons: the same rule is to be observed, companies and institutions combining the names of localities with some other words precede those of individuals. Only, if the surname be the commencing one of a firm, the name of the firm will be interspersed among those of companies and institutions:

Kent, James & Son
Kent Waterworks Co.
Kent, Edward

247. Another card-index which it will be found necessary to keep will be that based on a local arrangement of names of persons and firms. The names of towns, if the directory be general or provincial, or of streets if it be local, will form the main heading. There may, of course, be only one name of a person to one town or one street, but if there be more than one, a separate card must be used for each firm. Thus, if a firm has half a dozen correspondents in Leeds or Manchester, or in Leadenhall Street or Queen Victoria Street (City of London), the names of those respective clients, customers or correspondents must be entered on separate cards and arranged alphabetically exactly as explained above.

With regard to the arrangement of towns and streets the plan followed in the index to the "*Times* Atlas" and the "Post Office Directory" is the correct one to adopt. Single names of course give no trouble whatever, but all double names should be entered under the first word, such as "East Ham," "West Ham," "North Shields," "South Shields," "West Bromwich," whenever that first word indicates a separate and distinct municipal or distinct urban or rural area.

When a town is known by an abbreviated name, whether the first name or no, enter under that name—for instance "Hull" in preference to "Kingston-upon-Hull."

Double names of streets follow a similar arrangement—for example—High Holborn, Great Portland Street, Old Broad Street, Deptford Broadway, North Audley Street, South Audley Street and so forth. Now, although as stated in a preceding chapter on the "arrangement of Place-names" (p. 130), in literary indexes dealing with names it is generally not advisable to separate the names of contiguous areas or localities, the distinguishing first word of which is that of one of the points of the compass (North America, South America, North Devon, South Devon), it is the correct method to adopt for a business directory. I have already mentioned the necessity of best catering for the wants of searchers, many of whom are not literary, and all of whom are looking up facts not in the least connected with literature. "New," "Old," "North," "South," are the first words they will think of in turning up the name of a street.

248. Lastly, it may be found necessary to keep a card-index of clients or correspondents with a double alphabetical arrangement, first under the name of trade or profession, and secondly under the names of the clients or correspondents grouped under their several professions. The second grouping has already been explained; the names should be entered on separate cards, preceded by a guide card on which is entered the name of the occupation, "Cotton Manufacturer," for example.

The way the names of these trades, etc., should be entered will best be learned by a careful examination

of the "Trades" section in *Kelly's Directory*, but the following few examples may be found useful.

Acetylene Gas Apparatus Manufacturers.

Agents, African. See *Agents*, South African.
,, American.
,, Army.
,, Australian.
,, Bank.
,, Birmingham. See *Birmingham* and *Sheffield* Agents.
,, Book.
,, Brewery. See *Brewery* Agents.
,, Brick. See *Brick* Agents.
,, Business.

Analysts.

Aniline Colour Manufacturers.
See also *Dye* Manufacturers.

Bamboo Furniture Makers.

Bank Note Engravers.

Basket Makers.
See also *Dress* Basket Makers, *Luncheon* Basket Makers.

Brokers, Antimony.
,, Bark.
,, Bill. See also *Brokers*, Exchange; *Brokers*, Discount and *Agents*, Discount.
,, Bones and Horns.
,, Bullion and Jewel. See also *Bullion* Dealers
,, Carpets. See *Brokers*, Turkey Carpet.
,, Chemical.
,, Coffee.
,, Colonial. See also *Brokers*, Drug, *Brokers*, India, *Brokers*, Tea, *Colonial* Dealers.

Brokers, Colonial Fibre, See *Brokers*, Hemp, etc.
,, Cork.
,, Corn.
,, Cotton.
,, Stock and Share.
Canal Companies.
Celluloid Manufacturers.
Cement Makers.
See also *Lime* Merchants.
Chasers.
See also *Engravers*.
Chemists, Agricultural.
,, Analytical. See also *Analysts*.
,, Manufacturing. See also *Acetic Acid* Manufacturers, *Borax* Manufacturers, *Carbolic Acid* Manufacturers, *Creosote* Manufacturers (and various others).
,, And Druggists. See also *Druggists*, wholesale, *Chemists*, agricultural (and various others).
China, Glass and Earthenware Dealers.
Coffee Rooms. See also *Coffee* Taverns, *Dining* Rooms.
Colliery and Iron Companies. See also *Coal* Owners, Coal Merchants, Iron Masters.
Copper Mining Companies.
Cotton and Cotton Yarn Manufacturers. See also *Yarn* Merchants.
Cotton Manufacturers.

CHAPTER XIV

Indexing of Correspondence

249. The following are the few remarks that are necessarily relative to the indexing of correspondence, official and commercial.

There should appear in the index:

(1) The name of the person or firm to whom the letter is sent, with short title briefly indicating the substance of the letter.

(2) The name of the person or firm from whom a letter is received, with a short description of subject.

N.B. When a company or institution is better known by some familiar name or nickname, a cross reference should be given.

(3) The subject or subjects of the letter—this in every case to be followed by the name of the person or firm to whom sent or from whom received.

(4) Following the name and title should appear a reference to the number or number and letter of the alphabet distinguishing the file in which the communication in question is kept.

The accompanying letter with headings following sufficiently illustrates the foregoing rules.

British Lysoform Co., Ltd.,
Tower Bridge, S.E.

Dear Sir,

We are much pleased and interested to hear of the success of the experiments with Lysoform carried

out for you at Buluwayo by Professor Loir, of the Pasteur Institute of Paris. We are not in the least surprised, as the reports we had already received, both from leading British and German chemists, made it certain that among the many uses of Lysoform it could be used as a sheep dip with the greatest advantage and economy; but it is gratifying to have this confirmed by such a practical series of tests as those carried out by Professor Loir.

We are forwarding invoice for fresh supplies as requested, and will be careful to have them shipped in the manner prescribed by you. We are taking the liberty of sending with them, for the use of your staff out there, a small supply of other Lysoform preparations, viz., pure Lysoform for general medical, surgical and sanitary purposes, Lysoform soap (which, while a perfect antiseptic, is an elegant toilet preparation), Lysoform shaving soap, together with other things that explain themselves, viz., Lysoform mouth wash, tooth paste, powder (either for toilet use, or as a protective against moth and insects in clothes and bedding), ointment. We are not including these in the invoice, and beg your acceptance of them for trial.

Faithfully yours,

THE BRITISH LYSOFORM CO., LTD.

THE SECRETARY,
BRITISH SOUTH AFRICA CO.

In an ideal letter index this letter should be indexed by the *sender* under the following headings:

*British South Africa Co.
Lysoform as sheep dip, Loir's experiments

* This Co. is familiarly known as "The Chartered Co."

Chartered Co., see *British* South Africa Co.
Loir, his experiments on Lysoform at Buluwayo (B.S.A. Co.)
Buluwayo: experiments with Lysoform as sheep dip, etc. (B.S.A. Co.)

In the index of the *receiver*, it should be indexed under:

*British Lysoform Co.
Lysoform Co.
Loir
Buluwayo
Sheep Dip

and after each entry the proper number of the letter.

The foregoing remarks should be studied in connection with the section on the "Filing of Correspondence" in the next and last Chapter (Chapter XV, p. 255).

* As the adjective "British" is likely to be ignored or forgotten, it is well to give reference to the word that indicates the business of the Company.

CHAPTER XV

The Card-Indexing System and Filing of Correspondence

These two systems will be considered in the same chapter, as they are intimately connected with one another in practice.

I. The Card-Indexing System

250. Permanent indexes are dependent for their value on mechanical aids. For a great many years they were constructed upon principles reminding one of the bed of Procrustes or the Scotch "boot." The unhappy indexer was compelled to cram in his entries into ledgers the margins of which are cut into those "stepped" alphabets with which all are familiar. No matter how much space was (or is) allotted, overcrowding is the inevitable result. Probably the non-expansible system will continue to be used by those who "want to see everything at a glance" but the majority of reference-makers are now convinced of the undoubted advantages of the card system; hence its increasing popularity and wide development within recent years.

251. In the *Manual of Library Economy*, 14th edition, by Mr. Berwick Sayers (1931), there is an account of the principal forms of card-catalogue in present use. For details readers are referred to sections 324 to 331 of that book. A very brief summary will for present purposes be sufficient.

In the old days, first of all, cards were made of material that frayed out at the edges ; but for indexing and cataloguing purposes, where the cards are required for permanent use, none are at present date acceptable but those of tough texture, not bulky, however, but slender and flexible. The angle-block which keeps the cards in position when the drawer or tray is not full, is movable backwards or forwards as circumstances may require, and supports the cards at the angle required for consultation, thus making them perfectly easy to read in any light. The old connecting rod screwed round and round at the end ; the modern variety can be rapidly locked and unlocked in four different ways (1) by screw knob, (2) by key, (3) by concealed gravity catch, (4) by spring catch.

252. The cards are kept either in single trays, which would be used for merely a small index or catalogue, in cabinets, varying in size from those holding only two drawers to a large piece of furniture containing a hundred. Everyone knows what happens if a heavy drawer is pulled out too far ; and to obviate this danger, a special apparatus, known as a tray-stop, has been invented : this allows the drawers to be opened as far as is consistent with security.

253. Mr. Brown described the French card-catalogue system of M. Bonnange as follows (*Manual of Library Economy*, 4th edit., by W. C. Berwick Sayers, 1931, par. 329, 330, pp. 271, 272) :

> "A French form of card-catalogue was invented by Mr. F. Bonnange of Paris in 1866 and improved in 1874.* In this, the method of securing the cards

* Bonnange (F.). Projet d'un catalogue universel des productions intellectuels, 1874.

differs from the rod threading through perforations, as in English and American models. The cards are hinged, and have shoulders formed in the slightly thicker lower portion . . . which is also slotted to clear the fastening. The hinged cards shoulder into side grooves formed in the wooden trays, and the slotted portion is placed astride a powerful endless screw, which traverses the tray from end to end, and carries a suitable block which acts as a travelling clamp. The screw is worked by means of a key, and when turned to the right the block travels forward along the screw till the cards are all firmly clamped between it and the end of the tray; when turned to the left the block travels back, and so releases the cards to enable insertions to be made. The upper portions of the cards being hinged and consequently free of the block, are not clamped, and can be turned over readily for purposes of consultation. Guides, alphabetical, or numerical, may be inserted either above or at either side of the cards."

254. A similar invention by Signor Staderini of Rome (1890):

" differs from the Bonnange tray in having a sliding block gearing with a ratchet, which is fastened along the bottom, and made to engage or disengage by means of a key. The cards are similar in principle to those of the Bonnange system, save that the lower hinged half is not slotted."

255. The principal advantage of the Bonnange and Staderini methods consists in the clamped lower portion of the card acting as a counterfoil should the upper part be torn off. If this lower portion be numbered,

or have a brief title written on it, this will form an additional safeguard.* The upper halves of the Bonnange cards stand up high out of the tray, and being hinged can be easily turned backwards and forwards. This renders them easy for consultation, and Mr. Cutter suggested that they could thus be turned over like the leaves of a book and written on, not one side but both. This anticipation has been verified by the invention of the Duplex Card Catalogue, also described by Mr. Brown. But the thick bases of the Bonnange cards unquestionably take up a great deal of room. Duplicating the entry, at least briefly, on the lower portion of the Bonnange cards may be advantageous, but in work that has to be done with such comparative rapidity as indexing, the question of time has to be considered.

256. The following comment on the Sheaf-catalogue in *Brown's Manual of Library Economy*; 4th edit., par. 332, p. 274, is here quoted:

> " The sheaf-catalogue is not so widely used as the card system in Britain, but has we think exactly the same advantages as regards the power of expansion, and in cataloguing it aims at having the same advantages of both book and card catalogues by dividing the catalogue into sections so that the maximum number of readers can consult it at one time, providing means for continuous expansion in alphabetical order."

* The Bonnange method has also been described by Mr. Cutter in his report on " Library Catalogues " contributed to *Public Libraries in the United States of America*, pp. 558–560; and there is similarly an account of it and the Staderini system in Gracsel's *Manuel de Bibliothéconomie*, Laude's translation, 1897, pp. 261–264.

In its improved form as the Adjustable Catalogue Holder is thus described by Mr. Brown.*

> "It has a flexible leather back, and the slips are bound and unbound by the contracting and expanding action of two cylindrical screws turned by means of a metal key. It is not necessary, as in the case of all other sheaf holders, to undo this one in order to remove the slips, when additions are being made, the loosening of the screws being all that is necessary. The slips are punched at the back edge with bayonet-shaped or keyed slots, which give sufficient holding power when the screws are tightened to clamp the boards and slips into one solid and firm volume."

The principal advantages claimed for the sheaf-catalogue (which apply to its use for indexing purposes as well as for a library) are (1) a considerable saving in space, (2) simultaneous consultation of various portions of the alphabet by different users, if the catalogue or index be a large one. For the larger the catalogue or index the greater will be the number of holders required.

257. These advantages cannot be denied, but experience has shown that unless the holders are of very good make (and considering their comparative cheapness this is generally too much to expect), their manipulation is very troublesome. This form of catalogue and index holder is still used but not so extensively as in past years.

All things considered, there can be little doubt that the modern card system is best for indexing purposes. Broadly speaking, indexes on cards will be divided into

* Brown, *Manual of Library Economy*, 4th edit., 1931, par. 336, p. 277.

two classes (1) those of a literary nature, (2) those used for Government, commercial, official and professional purposes.

258. (1) A literary index is by its very nature nearly always destined for the press, and its manual method of compilation has already been explained and discussed. Some persons keep a private index of facts and opinions gathered from their daily reading of books of all kinds. These entries they generally make in note-books stepped alphabetically. The note-books have the advantage of being portable, which a card-index is not. But that is the sum total of their value, because any attempt at keeping the entries in detailed alphabetical order is almost impossible. It would be better to make the entries roughly in a memorandum book as they occur, and then transfer them methodically on to cards. The intellectual principles upon which such an index should be made can easily be gathered by a study of the earlier chapters of this work.

259. The great value of the card system for literary indexing consists in its use for cumulative compilations. If all the proprietors and editors of journals, and the publication committees of learned societies' transactions would but recognise the importance of merging each year's index into its predecessor, there would be less searching of hearts and anxiety as to ways and means, when the time came to print the cumulative general index. The method of doing this is simply to cut up and neatly paste each single entry on cards, and arrange these cards in the drawers of the cabinet in precise alphabetical order. Next year the same thing should be done, and the cards interpolated. The cut slips should be pasted as high as possible on the cards so that they may be seen easily. The natural effect,

however, of an increased thickness on the upper half, except, of course, where the slip is large and covers most of the card's surface, will be to cause the upper portion to bulge, and the lower to warp; this effect will become very pronounced in a whole drawerful of several hundred cards. The way to avoid this unpleasant occurrence is to prick the lower surfaces on the reverse sides at a few points with a bradawl, just enough to cause slight protuberances which will balance the projecting upper surfaces, and keep the card surfaces even throughout; or else to buy the cards already "burred."

260. When it is decided to print the cumulative index—say after the lapse of ten years—it should be carefully revised. It may be necessary to abbreviate some entries and to expand others, but the immense labour and consequent expense of re-compilation will be saved. As each section goes to press it should be quickly got into type, and the proof used for reference.

Another use of the card system is for the maintenance of a subject-index to files of press-cuttings. The subjects of such cuttings, which ought to be determined without much difficulty, should be written or typed as large as possible on the left-hand corner of the card. The reference should be to the name of the journal from which the cutting is taken, followed by a number if, as is often the case, there is more than one cutting from the same newspaper or magazine.

261. (2) From use in libraries and for literary purposes the card-index has now found its way into commerce and official departments, and its applications in this direction are almost limitless. It is now employed by banks, insurance companies, engineers, solicitors, surveyors, railway companies, in government

and municipal offices, in fact, in almost every kind of trade and occupation where business is done on a large scale.

During the war the card-index system was extensively used not only in the regular government offices, but in all those numerous bureaux and establishments in connection with the Army and Navy, Munition and Air Services, as well as organisations for food control. Without the aid of the card system the maintenance of the National Register would have been impossible.

To give a detailed account of all these applications would be well-nigh impossible; just an example here and there is all that can be enlarged upon. For indexing insurance policies, the advantages of the card system are most numerous. Its principal use will be as an alphabetical list of names, under which will be given the name and address of the person insuring, date of birth in left-hand corner, and the policy number at the top right-hand. It may also be used by liability companies to record claims paid. The conduct of the system of National Insurance and of the payment of War and Disablement Pensions is wholly dependent on the use of the card-index system.

262. There is also another form of card, used by insurance agents, the first entry on which is the date, next, name and address and various other details, such as the form the insurance is likely to take, and a special space, as to the inclinations of the person solicited regarding insurance, whether he will take a policy and what chance there is of his accepting the proposals of the agent's company.

263. For bank records, indexing upon cards has come into use freely. One of the most important applications is the employment of the card for keeping

signatures. At the head of the card is written the name of the corporation, firm, society or individual. Next follows the name of the bank, thirdly, the signatures, and fourthly, the addresses.

264. Cards can also be employed for a customers' index, as a means of following up trade and enquiries; for travellers' reports, and for probable source of supply. The main entry, in all these cases, will be under names.

265. Probably book ledgers will never go really out of fashion, but it is unquestionable that those who use the card ledger in business praise its merits highly. The ruling is the same as in a book, only the great value of the card ledger consists in the possibility of withdrawing closed accounts, and keeping them in a separate tray, the current accounts alone being retained. This elimination of useless matter is a most decided advantage; so is also the possibility of keeping a consecutive history of an account in one place. It can be posted easily; and as it can be divided into two or several parts, more than one clerk or assistant can be working upon it at the same time. All business people know the inconvenience of carrying huge ledgers into court, when a law-suit is on. This labour is reduced to a minimum by the use of the card-ledger, as only the accounts concerned need be withdrawn and produced.

266. Throughout the last twenty years numerous improvements in the card indexing system have been made.

Index cards are produced by being cut singly; it is only by this means that the edges can be preserved smooth. If the cards are cut in bulk with a guillotine, the edges sooner or later become burred.

The use of guide cards with projecting tabs has been much extended. In order to facilitate reference they are supplied variously coloured—blue, red and yellow, for example. The tabs are either lettered or unlettered, narrow or broad, as desired. The surface of the unlettered tabs is matt, so as to enable them to take handwriting or typescript. In order to ensure their better protection the lettered tabs are sometimes covered with xylonite.

Card Address List

267. One important use of the card-indexing system in business consists in the maintenance of a Card Address List for the purpose of circulating prospective clients or customers. This is most usefully compiled upon the geographical system. The indexing and arrangement of place-names has already been explained (see Chapter VII). The names of the towns or villages should be typed, or written in block capitals on the main guide cards, and the cards with addresses inserted after the guide card indicating the locality, in alphabetical order. In the top left-hand corner of the address card will appear the surname of the firm or individual, on the top of the card in the centre the name of the business or profession, and in the top right-hand corner the name of the place. On the body of the card will appear the full address, as written or typed on an envelope.

Card System for Indexes to Correspondence

268. The method of indexing correspondence has already been described (Chapter XIV). The entries should be written or typed on cards and the cards arranged in the drawers of a cabinet in one alphabet

under the names of the correspondents and subjects. Or they can be kept separately in different drawers under names of correspondents in the one and under subjects in the other.*

II. The Filing of Correspondence

269. The filing of letters and documents may be quite a simple task or else one that requires close attention to detail, but in any circumstance it demands the exercise of care and intelligence on the part of the operator. The amount of correspondence to be dealt with of course varies within the widest limits and the methods of keeping it also vary.

270. Some kind of alphabetical arrangement under the correspondents' names has, as a rule, been generally adopted. Even now some offices group their letters under subjects. These groups are numbered, and are referred to by means of an address list posted up in a book with an attempt at an alphabetical arrangement, which is next to impossible where anything like the ledger system is employed.

(1) *The Flat Filing System*

271. The holder is a case which, when it is closed and placed upright, has the dimensions of a large quarto volume. When it is laid flat, broad-side downmost, the letters are inserted within leaves which are marked with a stepped alphabet. The letters are

* Cards were first used as a means of entry, not for library catalogues, but for indexes. The reputed inventor was the Abbé Rozier who is stated by Mr. R. B. Prosser (*Library Association Record*, 1900, ii, 651) to have edited the general index to the publications of the Paris Academy of Sciences (1666-1770). The extensive use of the card system in the United States led many to believe that it was of American origin, but it has been proved that the card system was in practice on this side of the Atlantic at a far earlier date than in America.

arranged flat, those of latest date uppermost. Each case of course holds a large number of letters and documents with typed copies of replies appended. When one case is full another has to be used and filled in the same manner. If the correspondence is very extensive, letters from the same firm or individual may overflow into another of these cases. This inconvenience can be surmounted by the use of two cases, one containing correspondence A to L and the other that comprised between M and Z.

272. With the use of this system of filing it is naturally impossible to locate the exact position of any one correspondent's letters in the file—in other words they have to be searched for, and therefore a separate card-index of names and addresses must be kept. It was the waste of time entailed by this operation that led to the invention of the Vertical Filing System now to be described.

(2) *The Vertical Filing System*

273. The correspondence, statements, reports and other documents, instead of being laid flat, are inserted upright in folders kept in deep drawers. Provided that proper precautions are taken the adoption of this method facilitates reference and inspection.

274. Just as in the case of a card-index or of a library card-catalogue the whole system of vertical filing in drawers depends upon the principle of expansibility; the documents must not be compressed into one or even two drawers, that is, sufficient drawers must be used to accommodate the correspondence. On the other hand it is a mistake to distribute a comparatively few letters over two or more drawers.

275. Since the Vertical Filing System came into use, those whose business it is to supply such apparatus have vied with one another in offering the most time-saving devices for the use of the business public. Some of these devices are very elaborate and others correspondingly simple, but the manipulation of all of them require intense care on the part of those who insert and withdraw the documents contained in the file.

Gradatim or Step-by-Step Filing System

276. The Gradatim or Step-by-Step Filing System introduced by Libraco Limited has the advantage of being easily learnt, and a brief exposition of its principles should be useful.

First Step.—A set of 27 guides is supplied. These guides are fitted with metal tabs at the extreme left; in the latter are fixed labels with the respective letters of the alphabet. An extra heading is provided for *Mac* (including all names beginning with M' or Mc) which is regarded as an additional letter of the alphabet. Labels for main guides are printed in red.

The main guides are placed in order in the filing drawer. Immediately behind each guide is inserted a miscellaneous folder which is to be used for accommodating the letters of occasional correspondents. These miscellaneous folders are provided in alphabetical sets to conform with the main guides, the letters of the alphabet being printed on the tabs which appear on the extreme right.

Second Step.—Individual folders with broad tabs in the right centre position are prepared for each regular correspondent. The surnames, with initials following, are written on gummed strips which are

fixed over the tabs. The folder is then inserted behind the main guide bearing the first letter of the surname attached to it, and the folders in each main division of the alphabet (that is A, B, C etc.) are inserted and maintained in detailed alphabetical order. How many drawers will eventually be required depends of course on the amount of correspondence in the holder. If it is not very extensive a single drawer will accommodate it, ranging from A to Z. But as a rule it overflows into a second, third and even a fourth drawer.

The miscellaneous folders, to hold the letters of occasional correspondents, have already been mentioned. Such a folder, for each letter of the alphabet should be inserted in front of the regular correspondents' folders. Their position is signified by the lettered tab affixed to the holder on the right hand.

At any time the occasional correspondent may become a regular one. His letters (or the firm's letters) may increase to such an extent that they have to be transferred to a separate holder, to which will be affixed the name of the firm or individual in question.

Third Step.—The main divisions of the alphabet in the filing drawer are subdivided into smaller sections by the use of guides with metal tabs in the second position from the left.

As soon as a main division exceeds twenty folders a second position sub-guide is needed. The letter of the alphabet inserted on the metal tab of the guide should represent the second letter in the name on the folder immediately following. For instance, an

O sub-guide behind a D main guide would be followed by names beginning with DO.

Again, the sections may require further subdivision. A third-position sub-guide nearer the centre is used and a letter inserted on the tab which represents the third letter in the names. For example, the section *Ba* is divided by a third guide N. into two sub-sections, folders *Baa* to *Bam* being filed in front and folders *Ban* to *Baz* behind. The printed letters for sub-guides are black, to distinguish them from those for the main guides, which are red.

When a miscellaneous folder becomes too full its contents must be divided and placed in a second miscellaneous folder.

Sometimes a folder has to be withdrawn from the file for reference. The way of marking its absence is as follows: A small card is prepared showing the name of the correspondent at the top. This card is inserted into an "Out" guide with a small pocket at the top. When the folder is returned the "Out" guide, with the card, is withdrawn.

277. From the foregoing account of the Gradatim System it will be seen that so far as all the regular correspondents are concerned the process is a self-indexing one. The rows of names on the raised tabs of the folders, all in alphabetical order, are visible at a glance. But it appears, nevertheless, that reference to the names in the miscellaneous folders must be facilitated by a separate card index of addresses, each address being numbered. The same number should be affixed to the correspondent's letters in the miscellaneous folder.

Find Fast, File Fast Method

278. The method devised by the indexing experts of the Art Metal Company has some features in common with the Gradatim System.

The filing drawers are the same in construction: individual folders are assigned to the principal correspondents and miscellaneous folders hold the occasional correspondence. The names of the regular correspondents are written on boldly-projecting tabs and the folders containing the occasional correspondence are indicated by lettered tabs.

But the main features of this system is the combination of alphabetical with numerical filing. The alphabetical subdivisions are all numbered (for example, Ben-Bra 3; Bre-Byw 4, Ca-Cl 5). The face of the guide-card of each of these subdivisions contains 36 numbered blank spaces for insertion of the names of correspondents whose folders are contained in the subsections. A name-slip corresponding with the name on each folder is pasted on to each numbered space and the spaces are thus gradually filled up.

The tab surmounting the folder contains the name of the correspondent in bold letters, together with the number to the right. The folders are placed in general alphabetical order in the file, but the inner and closer arrangement, according to the model shown, is not strictly so. The folders are found by referring to the list on the face-guide and the correspondence is filed not by name but by number.

Combined Alphabetical and Decimal Index

279. Another system of filing has been described by Mr. R. Borlase Matthews, in a paper read at the

Second Conference of the Association of Special Libraries and Information Bureaux. This consists of what he terms the Combined Alphabetical and Decimal Index.

The names of the correspondents are divided into sections, as follows:

Decimal Division	Group Name	Group Range
0	—	Miscellaneous
1	A	A—B
2	C	C
3	D	D—E F
4	G	G—H I
5	J	J—K—L
6	M	M—N
7	O	O—P—Q
8	R	R—S
9	T	T—Z

The second place of decimals is next utilised for the subdivisions of the alphabet up to the first three places of the alphabetical order of the letters composing the names. The A groups will now be numbered 10, and will have subdivisions numbered 0–9.

The next further step is to add two more figures to the original groups, e.g. the A group will now become 1000.

Two of these groups, expanded as suggested, are given below.

1—A (A—B)		2—C	
A—ALY	1000	C—CAP	2000
AMA—AQU	1100	CAR—CAS	2100
ARA—AZA	1200	CAT—CHA	2200
B—BAR	1300	CHE—CIZ	2300
BAS—BEL	1400	CLA—CLI	2400

BEM—BLA	1500	CLO—COH	2500
BLE—BOZ	1600	COL—CON	2600
BRA—BRI	1700	COO—COR	2700
BRO—BUO	1800	COS—CRI	2800
BUR—BYW	1900	CRO—CZE	2900

The remaining groups from 3D down to 9T are subdivided in the same way. It is therefore recommended "that for most businesses the alphabet be divided into 90 parts commencing with 10 (or rather 1000) and finishing with 99 (or rather 9900). By the time two subdivision numbers have been added (00 being used for miscellaneous), every correspondent and every department will be indicated by a four-figure decimal number and by a four-figure decimal *only*."

280. The foregoing is only a very brief outline of the principal features of the method, which is described in great detail by Mr. Matthews. But owing to want of any graphic representation of his proposed filing system his lengthy exposition is by no means easy to follow.

Cabinets and Filing Drawers

281. The cabinets are constructed of strong steel plates, and the drawers of course are of the same material. They run on roller side-extension slides; this allows of their being opened or closed without exertion or trouble on the part of the operator or user of the file. Heavily-laden drawers constructed of woodwork never run in and out smoothly. The steel case to some extent protects the documents it encloses, in the event of an outbreak of fire or disastrous flooding of water.

Concluding Remarks on the Vertical Filing Systems

282. There are many of these systems and they no doubt all possess admirable points. The two methods known to the writer have been described, but entirely without prejudice to the merits of other ingenious devices. Stress, however, should be laid upon one point. Filing by number may be the rule in certain business houses and in municipal and administrative departments. There are some people, both principals and assistants, who find a difficulty in dealing with the complications of alphabetical arrangement, and for that reason the file-by-number method has been mentioned. But it is just as easy to make mistakes with numbers as with letters of the alphabet. It is therefore hoped that those whose business it is to sort and file correspondence will make a careful study of the preceding pages of this book, one of the main purposes of which is to explain and elucidate the intricacies of alphabetical methods of arrangement.

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